

## APPLICATION TRAINING PROGRAM

*(Macedonian Universities August 2022)*

You are about to start your professional life and will have to write applications soon? You would like to know more about the do's and don'ts in applications to make your job search successful? We would like to invite you to our Application Training. It is organised by World University Service (WUS) Germany in cooperation with the six official state universities.

The Application Training has four blocks: The first block includes basic knowledge of how to design a CV and you will exercise. The second block includes the drafting of the motivation letter. In the third part there will be knowledge about the possibility of making practice at work a success. The fourth time there will be provided general knowledge of effective time management. The training is active and group working.

	August 2022
9:00-9:15	Welcome and presentation of the Training Program (by Dimitar Kaljoshevski)
9:15-9:30	Presentation of each participant.
9:30-11:00	How to draft a CV within the required standards? How do you present your working experience best? Exercise with Monika Arsova (Ass.prof. economics, Stip university) / Goce Markoski (Centre for Career, University of Bitola)
11:00-11:30	<b>Coffee brake</b>
11:30-12:00	How to draft a motivation letter, its structure and what should be kept in mind to highlight personal skills. Exercise.
12:00-13:00	How can we find internships and make the practical process work a success? Theoretical introductory part.
13:00-14:00	<b>Lunch time</b>
14:00-16:30	Working groups: How to prepare an interview. Exercise (Interactive with students)
16:30-17:00	Evaluation of the day and closing the training.