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Applying for a Job with an Online Profile

by Tilburg University

Objective of the workshop is to prepare learners to become full participants in a society, especially those that are still studying, they need to update/prepare their resume, LinkedIn profile and get familiarized with job applications in order to find a job/ internship.



GENERAL DESCRIPTION

SHORT SUMMARY	In preparation for an internship of at least 8 weeks (in the case of the pre-Bachelor students of TiU), students need to familiarize themselves with applying for jobs and updating their curriculum vitae and LinkedIn page.
TARGET GROUP	Size: N/A Age: Adult Literacy Level: High, B2- and higher Digital Literacy Requirements: Intermediate
TIME	2 hours in-class, 3 hours of individual updating of CV/LinkedIn, 1 hour of group discussion.
FORM	Included in the regular classes, homework.
SPACE	Classroom and in the home, an internet connection is required to update the LinkedIn profile.
TOPICS COVERED	Job application, personal resume, practicing Internet skills.
TOOLS	Computer and internet connection.
OBJECTIVES	To prepare learners to become full participants in a society, especially those that are still studying, they need to update/prepare their resume, LinkedIn profile and get familiarized with job applications in order to find a job/internship.
LINGUISTIC SKILLS	Reading, speaking and writing skills, to a lesser extent listening skills.
DIGITAL/MEDIA LITERACY REFERENCE	Learners create a resume/profile that is fit for their field of interest and the country that they are living in by using their computer to get acquainted with the possible industries and to update their personal information.

STEP BY STEP DESCRIPTION

STEP 1

Time

1 hour

Objective

Familiarizing learners with resumes and job applications.

Material

(to make notes)

- computer
- book
- pen and paper

Literacy skills

Media skills (LinkedIn), listening skills.

Activity description

During the first lecture about this topic, learners get acquainted with the concept of an internship (if necessary), but more importantly, they learn more about the possible work places they might encounter, how to look for jobs, and get an introductory lecture about how to create or update their resume.

STEP 2

Time

2 hours

Objective

Familiarizing learners with resumes and job applications. Creating/updating their CV.

Material

- Computer

Literacy skills

Reading skills, language comprehension skills, basic computer skills.

Activity description

Next, as homework, students follow a number of sources to continue their understanding of the local/national job market and the etiquettes of job application in the country that they are living in. They also start creating/updating their CV in order to be able to better position themselves on the job market in the local/national context.

STEP 3

Time

1 hour

Objective

Learning more about (online) networking, representing oneself in a professional context.

Material

- Computer
- book
- pen and paper

Literacy skills

Basic computer skills, reading, listening and speaking skills.

Activity description

During the second lecture, the focus shifts towards online representation of the self, especially in a professional context. This means that they get familiarized with LinkedIn, the website is being browsed and discussed, and the notion of a (professional) network is being introduced. In group settings, they discuss their own networks, or what networks they may want to develop.

STEP 4

Time

1 hour

Objective

Getting prepared for the local/national job market, expanding their (professional) network.

Material

- Computer

Literacy skills

Basic computer or smartphone skills, multimedia skills, writing skills.

Activity description

After the introduction, students create/update their LinkedIn profile with the help of the CV they have previously created/updated. They include a profile picture and relevant information to make their profiles representative enough to be attractive for future employers.

STEP 5

Time

1 hour

Objective

Reflecting on the job application-preparation experience, consolidating learned skills and practicing talking about this experience.

Activity description

After the students have created/updated both their resume and LinkedIn profile, they return to class and have a group discussion of what they think are their strengths and weaknesses, where they want to work, what their fears are, etc.

Material

(possibly computer/beamer to show their CV/LinkedIn)

Literacy skills

Linguistic comprehension skills, speaking skills, reflective skills.