

## Having a hard time writing Application Letters?

Do not worry! The Application Wizard will guide you through the writing process!

The **Application Wizard** by Teekkarin työkirja will help you evaluate if you are the right candidate for a certain position. It will also help you analyse what would be your added value for the potential employer. With the Application Wizard you can keep track of the positions you have applied for and the outcomes of each recruiting process. Save the application letters and CVs you have written for each position, as well as, the Application Wizard forms you have filled in. They can be of great help to you in your future job-seeking!

### Directions:

- On the left hand side of the Application Wizard form (page 1), **write** all the requirements, qualifications and other criteria the employer has listed on the job advert.
- On the page 2 of the form, **write** any additional and helpful information connected with the position you want to apply for. You may find this information from sources as: website of the employer, by calling the contact person mentioned in the job advert, from people you know e.g friends, family, news, social media posts, by googling.
- On the right hand side (page 1 and 2age 2), **write** what is your response to the requirements, qualifications and other criteria. You may have acquired these skills and competence at work, in studies, in your hobbies or by having held a position of trust.
- **Compare** your response to the requirements, qualifications and other criteria. How well do you think you measure up? Rate yourself on a five-star scale.
- Do not worry, if you are not a perfect match. On the other hand, you may have a better successrate rate, if you do not apply for positions that you have zero competence for.
- **Think** about the overall picture (job criteria vs your responses and five-star ratings). What are your strengths, competence and skills you want to highlight on you application letter?
- Now you are ready to **start** writing your application letter. Use the information you have written and analysed on the Application Wizard form.
- Make sure that you will **explain** clearly what kind of added value you will be able to give the employer. It is not wise if you only emphasise what you will be able to learn and gain for yourself.
- When the recruiting process has ended, **remember** to write down what was the end result: did you get invited to interview, did you get the job.
- Write down what you **learned** in the process; it there something important or helpful you want to remember for your future?

## APPLICATION WIZARD

<b>Position:</b>	<b>Employer:</b>	<b>Application deadline:</b>
<b>Did you call the contact person before writing you application letter?:</b> Write the name of the person, date, what you discussed about?		
<b>Why are you interested in this position?</b> Why do I want to apply for this position? Use this to draft the first paragraph of you application letter.		
<b>Criteria in the Job Advert:</b> What are the requirements, qualifications and other criteria the employer has stated. One per each line.	<b>My response:</b> What is my competence for this position? How did I acquire my competence?	<b>How well do I match the criteria?</b> Use 5-star rating per each criteria.

<p><b>Do you know something else that might be useful about the position I want to apply for or the employer?</b> Can I read something between the lines in the job advert?</p>	<p><b>My response:</b> What is my competence for this position?How did I acquire my competence?</p>	<p><b>How well do I match the criteria?</b> Use 5-star rating per each criteria.</p>
<p><b>What is the added value you would give to the employer?</b> What are your clearest strengths or skills that you want to highlight in the application letter?</p>		
<p><b>What is your working style and what kind of colleague are you?</b> Think about your previous traineeships and work experience. You may use your conclusions on this information on the application letter.</p>		
<p><b>The result of the recruiting process and your thoughts on it:</b> Did you get invited for an interview? Did you get the position you applied for? Did you learn something important or helpful for your future job-seeking?</p>		