

Business English Workshop

Applying for a job or postgraduate study

In the international business world, nowadays many companies and universities require you to submit your application in English. This workshop is designed for people wanting to work or study in an international environment. You will be given advice and useful tips on application forms, writing your C.V. and covering letter.

In this workshop you will learn:

- how to compile an application
- how to structure and design your C.V.
- how to write a convincing covering letter
- what makes a good application

Lecturer: Sharon Hunter

No. of hours: 6

Dates: Mondays: March 1st, 8th, 15th, 2010

Time: 18:30 – 20:00

Room: to be announced

Registration: Please register by sending an email to the Language Department at ashford@dhw-vs.de, stating your name and department (*Studiengang*) by Wednesday, 24 February 2010

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