**EXERCISE: Applying for a position**

This exercise can help you to pinpoint what you can offer to a specific role and describe what appeals to you about the position. The table on the next page should be filled out in relation to a specific job application, and it can help you to pick out the skills you want to highlight.

**Instructions**

1. Read the job advertisement carefully
2. Motivation and preferences: in the yellow section of the table, consider and note down ways in which you can make a connection to the role e.g. What is it about this particular position at this particular company that appeals to you?

Helpful questions to consider:

* What knowledge do you have about this company/industry?
* Why is it important to you to solve the tasks associated with this role?
* Is there anything specific in this role about the methods, collaboration, target-group, etc, which you feel especially passionate about?

1. Skills: in the green section, you should note which specific skills you can bring to the role that are beneficial in the handling and solving of tasks and problems associated with the role. If this is difficult, try this small exercise:

Look at the job ad and identify 2 tasks that you think you could solve/handle effectively. Take each task and put it through the 3-step process below and write your answers down in the green section of the form. This gives you concrete examples to use in your application.

**SKILLS** **SPECIFIC EXPERIENCE** **YOUR APPROACH TO THE ROLE**

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| What makes you a potential candidate for this position? (motivation to apply) |
| Which tasks particularly appeal to you? (preferences) |
| What can you bring to the role? (skills) |
| Which experiences from your studies (and possibly previous employment) will you specifically draw upon, and how can they be used in this position? Note specific examples. |