

LBG Career Center

Syllabus – How to WOW your job applications

Event	Career Workshop: How to WOW your job applications
Speakers	Mag. Mareike Kerschbaum & Mag. Christine Hudetz, MA
Time	28 November 2023, 9:00 am - 5:00 pm
Place	Loffice, Schottenfeldgasse 85, 1070 Wien
Language	English

Introduction

In today's competitive job market, crafting compelling job applications is crucial. This career workshop empowers you with the skills and insights necessary to make a lasting impression on potential employers – in academia or industry.

Career Center experts, Christine Hudetz and Mareike Kerschbaum, will cover key aspects for job applications including best practices and tips for your job search, CV, cover letter, interviews and how to discover and present your individual strengths and skills. In addition, you will have the opportunity to work on your own CV and get feedback from our experts and peers.

Agenda

WHEN	WHAT	HOW
09:00 – 10:30	Introduction & Warm-up CV & Cover Letter – Insights & Best Practices	Input Interactive exercises
10:30 – 10:45	Break	
10:45 – 12:00	Discover & Present your Strengths & Skills in the Application Process	Input Interactive exercises
12:00 – 13:15	Lunch break	
13:15 – 14:00	Job Search – Insights & Best Practices	Input Discussion
14:00 – 15:00	How to WOW your own CV & Cover Letter	Input Interactive exercises
15:00 – 15:20	Break	
15:20 – 16:30	Job interviews – Insights & Best Practices	Input Interactive exercises
16:30 – 17:00	Transfer & Take Home Messages	Input

Speakers

Mag. Christine Hudetz, MA

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Profile

- Since 2022 Ludwig Boltzmann Gesellschaft, Career Center, Program Manager
- 2019 – 2022 TU Wien Academy for Continuing Education, Program Manager, Head of Management School
- 2013 – 2019 Positions in international companies and consulting agencies
- 2022 – 2023 Certification as Psychological Coach (solution-focused & hypnosystemic coaching)
- Bachelor & Master (Mag.phil.), University of Vienna, Communication Studies
- Master, Ferdinand Porsche FernFH, Business Administration & Psychology

Motto: *Keep an open mind & be mindful. There's always a solution. If it doesn't work – try something else.*

Mag. Mareike Kerschbaum

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Profile

- Since 2021 Ludwig Boltzmann Gesellschaft, LBG Career Center, Program Manager
- 2016 - 2021 TU Vienna, Continuing Education Center, Program Manager
- 2016 Kapsch AG, Kapsch Partner Solutions GmbH, HR Developer
- 2014 - 2015 WU Vienna; Rectorate for Research, International Affairs and External Relations, Referent for Accreditations
- Since 2022 Training as a certified business coach (systemic & potential-focused coaching), Konas Consulting
- Diploma Social and Economic Sciences, International Business Administration, WU Vienna

Motto: *Happiness is when you notice it.*