**Eng 311 JOB APPLICATION PROCESS**

In English 311 course we aim to prepare you for the application process you will experience after your graduation which involves finding a job ad or a graduate school announcement, writing a CV and a Cover Letter to the ad you find , being interviewed for the job or academic program and writing a statement of purpose.

Therefore, you should place much importance on this first step of choosing the right ad considering your educational background, technical competencies/skills, interpersonal skills, values, expectations etc. as the following steps in the process will build on your initial decision. We hope that you take this as an opportunity to explore better job/educational prospects.

**Step 1: Finding suitable job advertisements/graduate school announcements**

Below are some points you should take notice of as you search for job ads:

The job ad should

* be related to your major/minor field of education.
* be a recent ad (may date back to at most 6 months)
* include info on required skills/qualifications, job description etc.

and

* **not** ask for more than 2 years of experience. (0-2 years is acceptable)

Other reminders:

* Male students are to ignore the requirements on **Military Service.**
* If you want to apply to a job that is not directly related to your field of study, you should be prepared to justify your reasons by mentioning relevant training and experience in the official documents and during the interview.

**Step 2: Writing a Cover Letter** to your CV

**Step 3: Preparing a CV**

**Step 4: Writing a Statement of Purpose / Letter of Intent**

**Step 5: Taking the Interview**