



CAREER COUNSELLING **MODULE 4** JOB APPLICATION PROCES

YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

2023



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VS Job search

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LEARNING OBJECTIVES AND EXPECTATIONS



Understanding job advertisements and vacancies announcement



Understanding job requirements



How to write relevant cover letter/ job application letter



How to draft appealing CV and resume



DO's and DON'T's on cover letter and CV/ resume



Professional Networking for job searching, career development and growth



ICE BREAKER

- ▶ Stand up all of you
- ▶ You will seat down after responding to any of the following questions
- ▶ Define the following terms:
 - ▶ Employment
 - ▶ Employer
 - ▶ Employee
 - ▶ Job
 - ▶ Work
 - ▶ Job descriptions



Employment



- ▶ The mutual relationship and legal agreement between employer (job provider) and employee (job seeker) in exchange of labor with agreed consideration (salary, wage, any other form of remuneration)
- ▶ Employee trades labor in exchange for money
- ▶ Employer is the business owner or representative of the business owner
- ▶ It can be full time employment, part time, long term or short term.

Job vs Work



Job is a list of duties and responsibilities to be performed by an individual in an employment relationship

It forms the basis of the position or title or role.

For example, an Accountant, Administration Officer, Driver, etc.

While work refers to activities to be performed within a specified period as part and parcel of one's job.

For example, recruitment, training, reconciliation, drafting report, etc.



JOB DESCRIPTION



A job description is a written explanation that outlines the essential responsibilities and requirements for a vacant position.



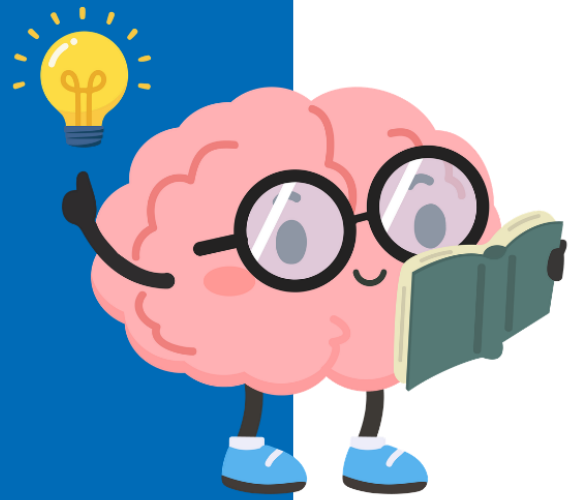
Job descriptions should be thorough, clear, and concise



A brief introduction to the company and its mission.



An overview of the job responsibilities.



Job application

- ▶ Job application is about Personal branding
- ▶ Focus on employer
- ▶ Use technology to draft your cover letter and cv
- ▶ Make uses of google for different samples of cover letter and CVs for different industry/ sector and for different positions
- ▶ Get to know different Cover letter formats and CV formats



Difference between Job application and Job searching

Job application

- Reactive
- Just apply for the advertised job

Job searching

- Proactive
- Networking - Build relationships with the employer
- Relationships are important because most jobs are not advertised.
- Researching and reflecting about the job and the employer



10 Things Employers expects their Employees to know

Companies are in business to make money

Anger and violence are not problem-solving techniques

A job does not solve all problems

You always have a choice: Perform quality work, or find another job

An employee must add value to a position

Any job is a good job

You need to develop a commitment and willingness to work

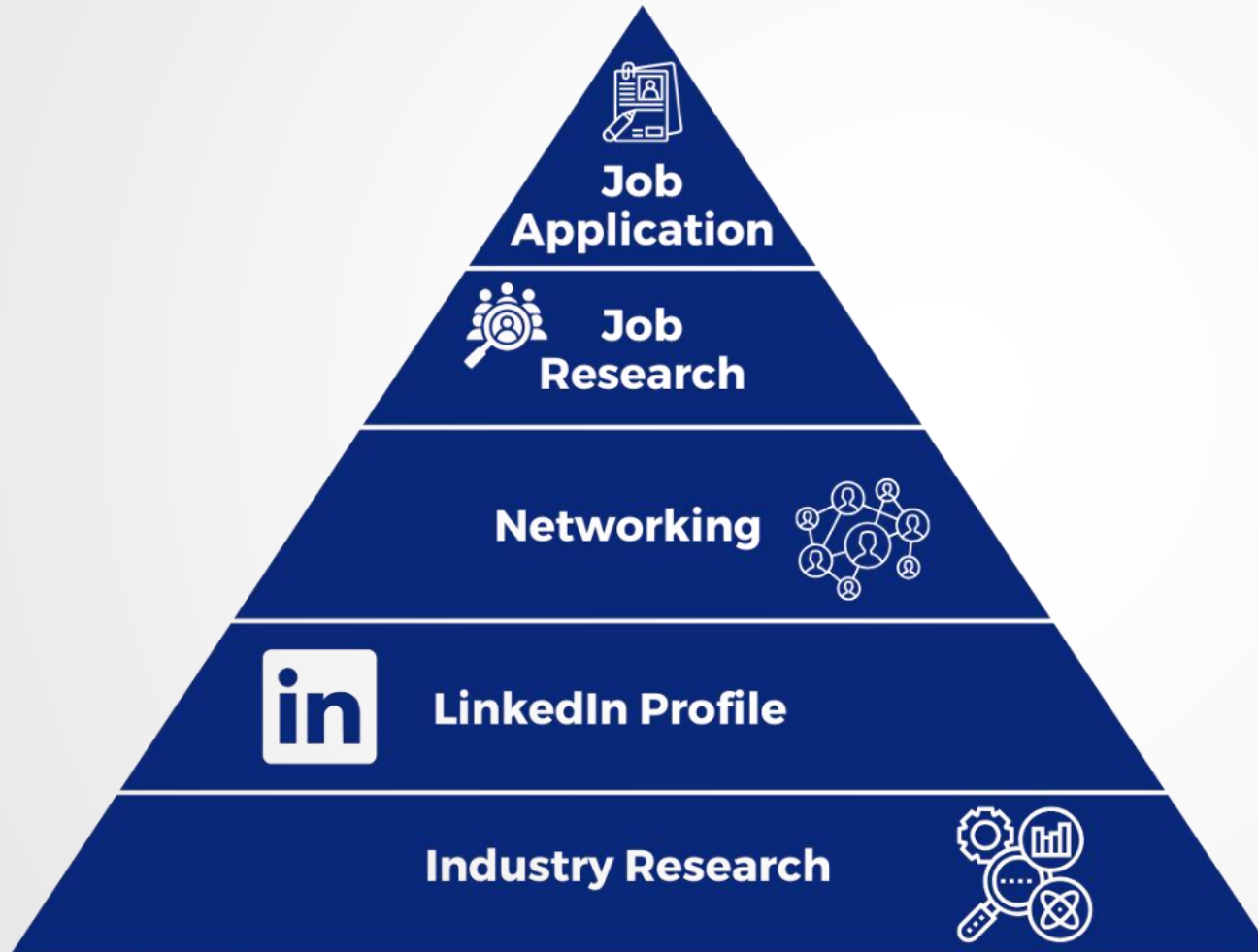
The working world is NOT democratic

The reason you have a job is because of the customer

Constantly try to improve the ability to communicate effectively



Job market presence pyramid, By Ian Allan.



Industry

Industry/ Sectors	Institutions and Companies
• Finance and monetary	• Banks, microfinance, saccos, etc.
• Telecommunication	• Timor Telecom, TelecomCel, etc.
• Manufacturing	• Factories, plants,
• Transport/ shipping	• Road, railway, water, air
• Agriculture	• Farming and animal keeping
• Health	• Hospitals, Pharmacy, health centers, etc.
• Sports and entertainment	• Sports clubs, music bands, etc.

Job research



Research about:

- ▶ Employer
- ▶ Company culture
- ▶ Organization structure
- ▶ The position - If the job is a replacement, why the other person left?
- ▶ Internal opportunities for career growth and development
- ▶ Networking by finding experienced individuals in the same industry and same profession.
- ▶ Customize your LinkedIn profile to be relevant to the industry and the job.



NETWORKING



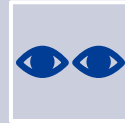
Building friendships and professional connections with colleagues, classmates, friends, and those around you.



It is an important skill we can develop in the world of work today.



Your primary goal is to surround yourself with people in the career field you wish to enter.



Gaining insight and perspective when you surround yourself with like-minded people.



Updating yourself with new information about your profession. You may get tips and updates about new opportunities for internship or volunteering.



Networking Activities

Through:

- ▶ Schools and colleges
- ▶ Mentorships
- ▶ Job shadowing/ apprenticeship
- ▶ Volunteering
- ▶ Side hustles and entrepreneurship
- ▶ Internships
- ▶ Workplace connections
- ▶ Random encounters
- ▶ LinkedIn



Schools and Colleges

Through:

- ▶ Teachers and professors/ Lecturers
- ▶ Academic counselors
- ▶ Fellow students



Mentorships

A mentor is an old/ senior and experienced individual willing to spend their time, expertise, and experience with young and inexperienced individuals.

Senior staff member coaching a new and junior staff member while becoming accustomed to their new role



Job shadowing/ Apprenticeship

- ▶ An apprentice observing and participating in the activities conducted by experienced individual.
- ▶ They are helpers and assistants who their learning is much more important than paycheck.



Volunteering

- ▶ A straightforward way of getting hand-on experience.
- ▶ You can volunteer in humanitarian organizations, churches, local community, etc.
- ▶ You will connect with other people and other organizations while volunteering.



Side hustles and Entrepreneurships

- ▶ Additional activities to your main tasks done in free time or on weekends or summer holidays.
- ▶ Entrepreneurship can help you understand what a specific career field offers more.
- ▶ Bill Gates, Steve Jobs, and Mark Zuckerberg envisioned their future corporations as college students from their side hustles.
- ▶ You must balance between classwork and side hustles, primary employment, and side hustles.
- ▶ Your customers/ clients and suppliers are your networks
- ▶ Your partners are your networks



Internship

- ✓ Learning
- ✓ Practice
- ✓ Experience
- ✓ Exposure

Internship

- ▶ Internship can provide you with valuable working experience that you will need for an entry level position.
- ▶ They can also yield you letters of recommendations, connections, and networks.



Workplace connections

- ▶ Line managers and supervisors
- ▶ Colleagues and employer/ business owner



Random encounters

- ▶ Social clubs
- ▶ Sports events
- ▶ Vacation/ holiday
- ▶ Seminars and workshops
- ▶ Churches
- ▶ Traveling - flight, long road safari, railway train, etc.



LinkedIn

- ▶ A premier professional, business, and social media platform in the world
- ▶ It has over 800 million users in over 200 countries, making it a great source for building connections, establishing an online presence, and finding opportunities.
- ▶ www.linkedin.com



Samples Of Job Adverts



 **Dili Development Company, Lda**

**WE ARE
HIRING
JOIN OUR TEAM**

Dili Development Company (DDC) is seeking to hire an eligible and qualified candidate for the following roles:

- Maintenance Building Supervisor
- Maintenance Plumbing Supervisor
- Food Operation Supervisor
- Technician Supervisor - CCTV and Low Voltage
- Junior Designer

If you're interested in this opportunity, please send us your CV and Cover Letter to: hr@timorplaza.com or at Timor Plaza Reception Area Level 1, Comoro-Dili.

Applications close on Sunday, 14 May 2023.



APPLY NOW

 **WE ARE
HIRING!**

UNDP Timor-Leste is offering internship opportunities for passionate and motivated individuals to gain hands-on experience and contribute to meaningful change.

ELIGIBILITY CRITERIA

- ▶ Only for Timorese national
- ▶ Be enrolled in a postgraduate degree programme (such as a Master's programme or higher)
- ▶ Be enrolled in final academic year of a first university degree programme (such as bachelor's degree or equivalent)
- ▶ Have recently graduated with a university degree and if selected, must start the internship within one-year of graduation;
- ▶ Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this programme.
- ▶ Be fluent in English and Portuguese is an advantage.

Apply Now

Scan the QR Code 

Or Visit the Link: <https://shorturl.at/lwSX5>

CONTACT INFO
hr.staff.tp@undp.org

MORE INFORMATION:
www.undp.org/timor-leste/job

 **BNCTL**
BANCO NACIONAL DE COMÉRCIO DE TIMOR - LESTE

Join BNCTL Team
explore your creativity

**WE ARE
HIRING**

Open Positions for

- ✦ Commercial Assistant (10 Positions)
- ✦ Operational Officer (6 Positions)
- ✦ International Banking & Treasury Officer (2 Positions)
- ✦ Accounting Officer (1 Position)
- ✦ Assistant Executive Officer (2 Positions)
- ✦ Analyst Credit Officer (4 Positions)

For more information

 www.bnctl.tl  [BNCTL](#)   Banco Nacional de Comércio de Timor-Leste

FEATURES ON THE JOB ADVERTS

- ▶ Company name or recruiter's name
- ▶ Company/ client profile
- ▶ Position/ job title
- ▶ Location - workstation
- ▶ Nature of business/ Industry/ sector
- ▶ Summary of the job and briefly duties and responsibilities of the position
- ▶ Candidate/ job applicants' qualifications
- ▶ Applications documents
- ▶ Where and how to send application



COVER LETTER



*What is Cover Letter?
Why is it important?*

A good cover letter can
distinguish you from other candidates!



Definition



Cover letter is a written document from job applicant to the recruiter or employer declaring interest on the advertised job by outlining candidate qualifications which are relevant to the job requirements, with an intention to be hired.



It is a selling tool of a job applicant to the recruiter asking to be hired



Employers want to employ the most passionate, professional, most qualified person for the job.



Put yourself in the shoes of the employers by understanding their expectations



FEATURES OF THE COVER LETTER

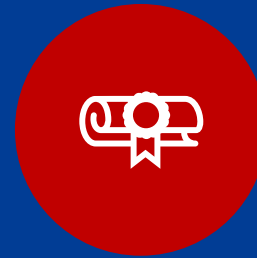
- ▶ Sender address
- ▶ Date
- ▶ Receiver address
- ▶ Salutation
- ▶ Subject
- ▶ Main body
- ▶ Closing statement
- ▶ Signoff



Main body of the cover letter



PARAGRAPH 1
- OBJECTIVE OF THE LETTER



PARAGRAPH 2
- EDUCATION AND
PROFESSIONAL
QUALIFICATIONS/
BACKGROUND



PARAGRAPH 3
- RELEVANT WORK
EXPERIENCE/ SUMMARY



PARAGRAPH 4
- RELEVANT SKILLS AND
COMPETENCIES GAINED FROM
WORK EXPERIENCE



HOWEVER, PARAGRAPHS 2 AND
3 CAN BE MERGED INTO ONE
PARAGRAPH AT YOUR
DISCRETION

SAMPLES OF THE COVER LETTERS

- ▶ Receptionist cover letter sample



A RECEPTIONIST COVER LETTER - SAMPLE

Ave Maria Jose Marie
UNDP Timor Leste, Caicoli Street, Dili.
Tel: +670-3312481.

16th May 2023

Hiring Manager
UNDP Timor-Leste, Dili
Caicoli Street, UN Agency House.

Dear Sir,

Ref: Application for a Receptionist Job

Kindly refer to the above subject.

This letter serves as an official notification of my interest for the above-mentioned job post at UNDP Timor-Leste.

I am Timorese lady living in Dili, graduated from Australia International College of Commerce in 2020, where I studied Diploma in Tourism and Hospitality as well as Secretarial Course Certificate from Timor Leste Public Service College passed with distinction in 2018.

I have over two (2) years relevant working experience, having skills and competencies in customer service, presentation, reporting, and communication skills. Also, I am good at organizing and managing office management calendar and logistics for out of office seminars and workshops requirements.

I have good records of providing excellent customer care services whereby last year 2022 I was honored to be selected as employee of the year within Administration Department, and based on my performance I was awarded full paid scholarship for online studies in events planning and management.

Using my career history which is relevant to the criteria put on the advert for this job, I hope I am the fit candidate for this role, I pray that you consider my application.

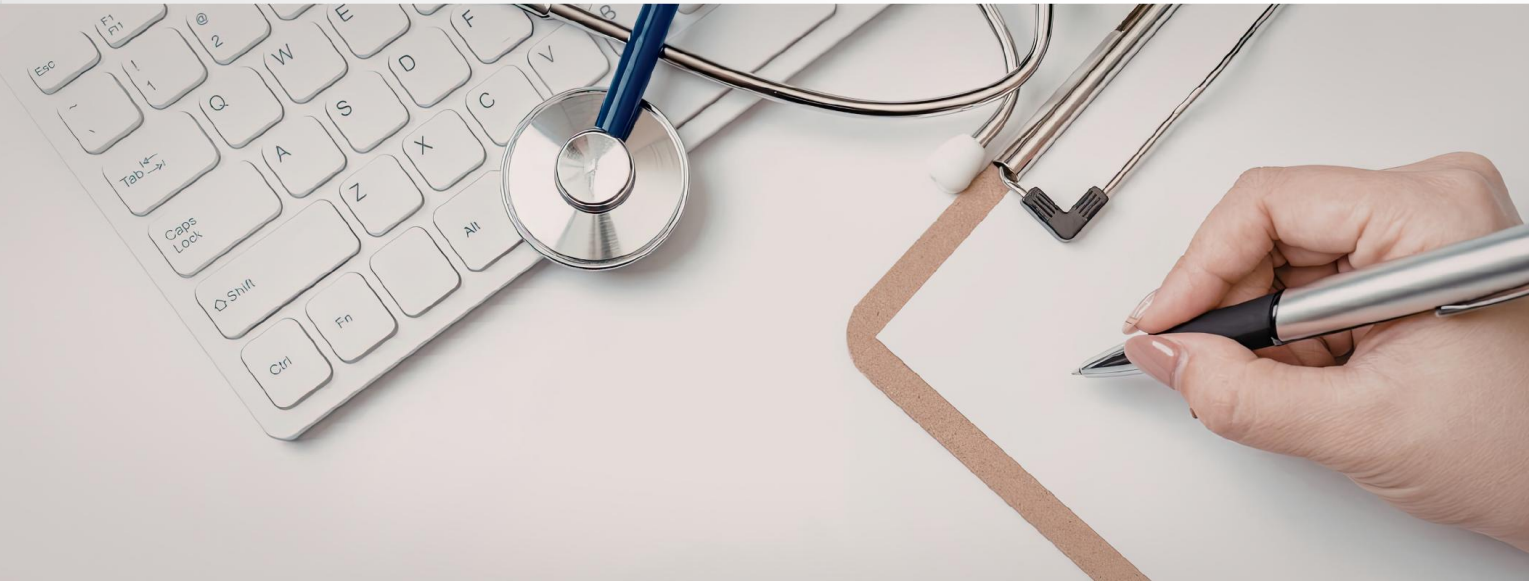
Thank you and waiting to hear from you soon.

Sincerely,


Ave Maria Jose Marie

CLASS ACTIVITY

- ▶ Write job cover letter from one of the shared samples of the job advertisements
- ▶ Time: 15 minutes



Break

► Time: 15 minutes



CV AND RESUME

Jane Smith

Junior Architect

A strong believer in the ability of the architecture and research combined with design thinking for strengthening our societies and having a positive effect on the world. Only together can we build a better future, therefore my communication and team-working skills.



jane@novoresume.com

123 444 5855

Copenhagen, Denmark

linkedin.com/in/jane.smith

instagram.com/jane.smith

WORK EXPERIENCE

Intern Architect Chaudfontaine Architects

01/2021 - 12/2021

Achievements

- Developed and executed online, social media and print marketing strategies for new projects.
- Participated in all phases of the design and construction processes on 6 major projects nationally and internationally.
- Produced drawings and layouts and assisted the clients throughout the projects. Clients had a satisfaction rate of over 95%.
- Created 3D models, renderings and video animations.

EDUCATION

MSc Space Syntax: Architecture and Cities Bartlett School of Architecture (UCL)

08/2019 - 06/2021

(UCL Architecture Department Excellence Award Winner)

- Spatial Dynamics and Computation
- Architectural Phenomena
- Buildings, Organizations and Networks
- Design as a Knowledge-Based Process

PERSONAL PROJECTS

NOTBLOX® Affordable Housing Project: Assembling Sustainable Communities with Insulating Concrete Forms (06/2020)

- The jury called this design "handsome and sophisticated" and commended it on its demonstration of the ease of its construction. The project also demonstrated many options for the use of vinyl.

The S House: A Passive House (02/2020)

- The form, structure and mechanical features of the building are integrated into a single shell. For example, the louvers also act as a screen along the facade of the building.

SKILLS

Presentation & Public Speaking



Active Listening



Perseverance



Teamwork



Written & Oral Communication



Creativity & Problem Solving



TECHNICAL SKILLS

Graphics

Hand Drafting, Sketching, Autodesk AutoCAD, ArgGIS, Adobe Creative Cloud Suite

Bim & 3D Modeling

Sketchup Pro, SU Podium, Autodesk Revit

Platforms

Windows & OSX Operating Systems, Microsoft Office, Google Drive/Docs

Other

Basic Web Development, Model Building, Darkroom Techniques, Professional level Digital + Film Photography

LANGUAGES

English



Danish



German



INTERESTS

Artificial Intelligence

Virtual Reality

Chess

Travelling

Painting

Trail Running

Definition

CV	Resume
• a long-written description of your education qualification, previous work experience, and sometimes personal interests, sent to employer when applying for a job.	• a short-written statement of your education and work experience.
• shows a complete history of your career and credentials in a linear(ascending/ descending) order.	• presents a concise picture of your skills and qualifications for a specific position.

CV Format

- ▶ Traditional format - any
- ▶ UN/ World bank format
- ▶ Specific format per industry or shared template
- ▶ Marketing/ promotion cv format - with photo, graphics, etc.



CV Contents and Sections

- ▶ Bio data
- ▶ Contact and address
- ▶ Education and professional records
- ▶ Languages and level of proficiency
- ▶ Countries of work experience
- ▶ Work experience
- ▶ Honors and awards
- ▶ Relevant hobbies and interests
- ▶ Referees



Bio data

- ▶ Full name
- ▶ Date of birth
- ▶ Sex/ gender
- ▶ Marital status
- ▶ Nationality



Contact and address

- ▶ Postal office number
- ▶ Physical location
- ▶ Phone number/ numbers
- ▶ E-mail address
- ▶ Skype ID/ LinkedIn profile link



Education and professional records

- ▶ Professional board membership, certification, license, etc.
- ▶ PhD
- ▶ Masters
- ▶ Bachelor's degree
- ▶ Diploma
- ▶ High School - Not below high school



Other training and skills



Leadership and management



Customer services



Entrepreneurship



Computer applications software/ packages/ tools/ systems



Resources mobilization/ proposals writing



Reporting and presentation



Analysis and computation



Etc.



Language and degree of proficiency

Language	Speaking	Reading	Writing
English	Fair	Fair	Fair
Portuguese	Excellent	Excellent	Excellent
Indonesia	Good	Good	Good
Tetum	Native	Native	Native



Employment and work experience



Name of the employer



Position/ title



Duration - month and
year, from when to when



Summary of duties and
responsibilities, DO NOT
copy and paste all from
the job description



Honors and awards



- ▶ Employee of the month
- ▶ Employee of the year
- ▶ Best student in xxxx subject
- ▶ Outstanding performance in xxxx activities/ event
- ▶ Scholarships

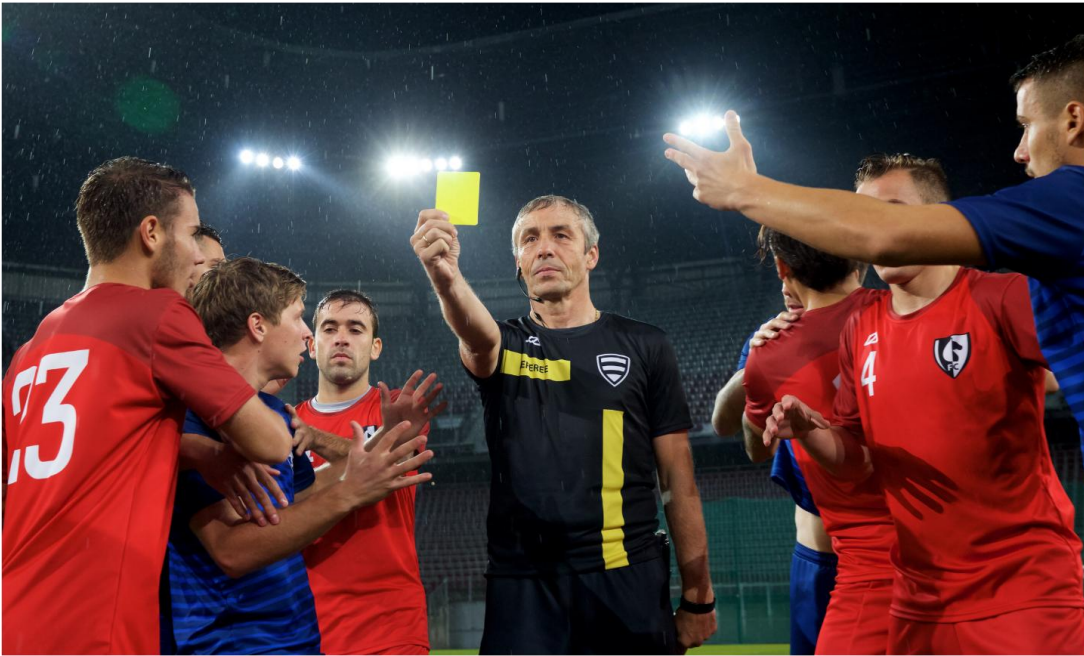


Relevant hobbies and interests



- ▶ Teaching/ Training - Trainer
- ▶ Counselling
- ▶ Books reading
- ▶ Community work volunteer
- ▶ Networking - social activities
- ▶ Etc.

Referees



- ▶ Name, position, company/ employer
- ▶ Phone number and email
- ▶ At least 3 referees
- ▶ They must be previous academic teachers/ tutors/ lecturers or work supervisors.
- ▶ No relatives, friends, parents

Employers' biasness

- ❖ To avoid recruiter's biasness, DO NOT put the following on your CV:
 - ▶ Tribe
 - ▶ Religion
 - ▶ Political affiliation
- ❖ However, that depends on one's country's politics, religious and cultural practices.



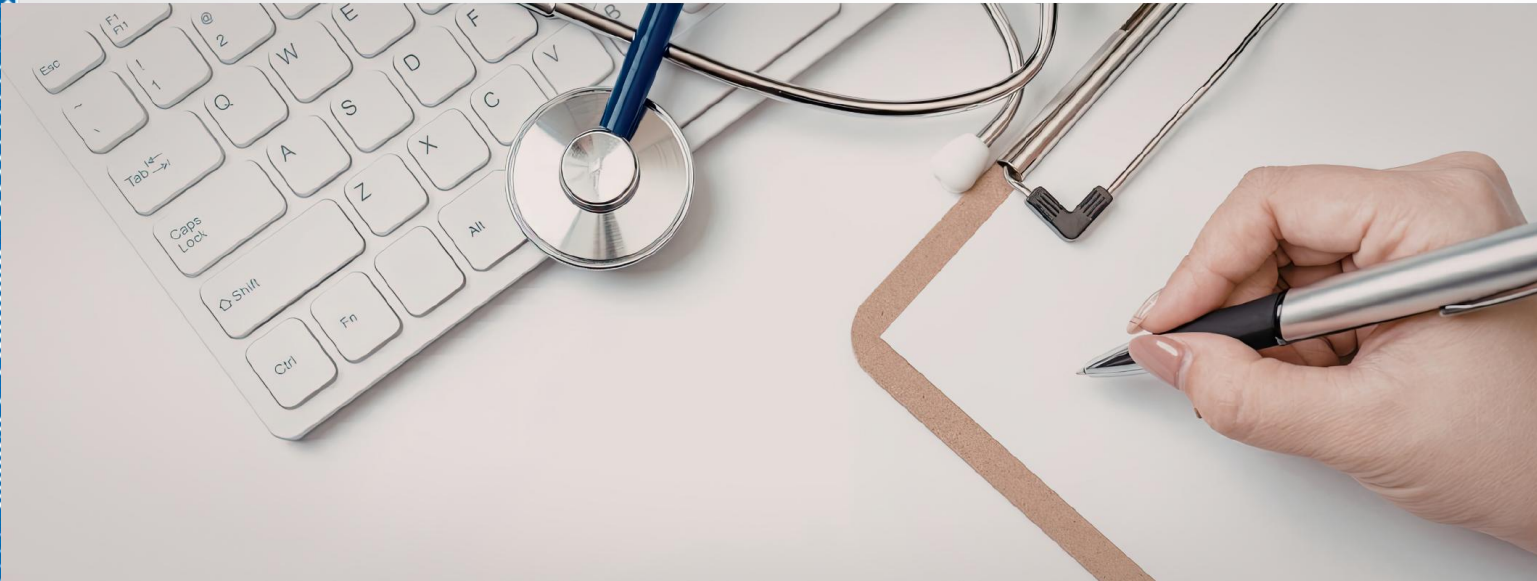
SAMPLES OF CVS AND RESUMES

- ▶ Make use of google to download and customize any CV format of your choice or as required by the recruiting organization
- ▶ Then, ensure all contents and sections as explained are incorporated in the CV format you chose to use.



CLASS ACTIVITY

- ▶ Write your own CV
- ▶ Time: 1 hour





Reflections and wrapping up

Lesson learned

THE END

KOICA

