

Having a hard time writing Application Letters?

Do not worry! The Application Wizard will guide you through the writing process!



The Application Wizard by Työkirja will help you evaluate if you are the right candidate for a certain position. It will also help you analyse what would be your added value for the potential employer. With the Application Wizard you can keep track of the positions you have applied for and the outcomes of each recruiting process. Save the application letters and CVs you have written for each position, as well as, the Application Wizard forms you have filled in. They can be of great help to you in your future job-seeking!

Directions:

- On the left hand side of the Application Wizard form (page 1), write all the requirements, qualifications and other criteria the employer has listed on the job advert.
- On the page 2 of the form, write any additional and helpful information connected with the position you want to apply for. You may find this information from sources as: website of the employer, by calling the contact person mentioned in the job advert, from people you know e.g friends, family, news, social media posts, by googling.
- On the right hand side (page 1 and 2age 2), write what is your response to the requirements, qualifications and other criteria. You may have acquired these skills and competence at work, in studies, in your hobbies or by having held a position of trust.
- Compare your response to the requirements, qualifications and other criteria. How well do you think you measure up? Rate yourself on a five-star scale.
- Do not worry, if you are not a perfect match. On the other hand, you may have a better successrate rate, if you do not apply for positions that you have zero competence for.
- Think about the overall picture (job criteria vs your responses and five-star ratings). What are your strengths, competence and skills you want to highlight on you application letter?
- Now you are ready to start writing your application letter. Use the information you have written and analysed on the Application Wizard form.
- Make sure that you will explain clearly what kind of added value you will be able to give the employer. It is not wise if you only emphasise what you will be able to learn and gain for yourself.
- When the recruiting process has ended, remember to write down what was the end result: did you get invited to interview, did you get the job.
- Write down what you learned in the process; it there something important or helpful you want to remember for your future?

HELP WITH YOUR APPLICATION

Position:	Employer:	Application deadline:
<p>If you have called the contact person before writing the application, write down the name, date and what you talked about:</p>		
<p>What made me interested in the job? Why do I want to apply for the job? Write this in the first paragraph of the cover letter.</p>		
<p>Requirements for the position: Employer's wishes and requirements for the position. Approximately one point per row.</p>	<p>My competencies: What do I have to offer in the position? Where have I acquired my competence?</p>	<p>How well do I meet the criteria? Rate yourself with 0–5 stars for each criterion.</p>
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Is there anything else useful for this job application which I know about the position and employer? What can I read “between the lines” in the advertisement? What have I seen and heard?	My response: What is my competence for this position? How did I acquire my competence?	How well do I meet the criteria? Rate yourself with 0–5 stars for each criterion.
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What do I have to offer to the employer? Write a summary. Look at the big picture: the criteria, your responses and the stars you have given yourself. What are the strengths or skills that you should highlight in your application? <i>This will be included in the cover letter’s second paragraph</i>		
What am I like as an employee? Think about your previous work experience (internships, summer jobs). <i>Write this in the third paragraph of the cover letter</i>		