










**Slide
Team**

Introduce Yourself Job Application

Your company name



	About Me
	Career
	Own SWOT Analysis
	Qualifications
	Achievements & Training
	Experience
	Skill Set
	Language Skill
	Hobbies

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JOB APPLICATION CRACKED FOR YOU

A job application is your personal brand statement. It pays to do it well, and get that interview call. The next few slides illustrate how to do it to have your application shine. Let's go!

This is Me! The first step to a job application is to map it out on seven broad parameters as below. You are the center of this universe; make descriptions unique, realistic



Work Experience

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Personal Profile

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Achievements

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Skills & Languages

Graphic Design

Web Design

Typography

Software #1

Software #2

English

German

Spanish



Hobbies

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Contact Info

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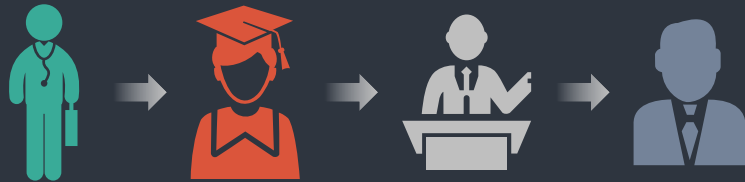
Education

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Path to Career



WHAT LED YOU HERE?

May be you are a newbie or a veteran, yet a timeline to you career path in the job application impresses the recruiter for **two reasons**:

1. Showcases your range of experience over time
2. Helps mark you out as an someone who values his/her work

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Strengths

Patience, and the ability to deal with criticism are skills I have mastered

Weaknesses

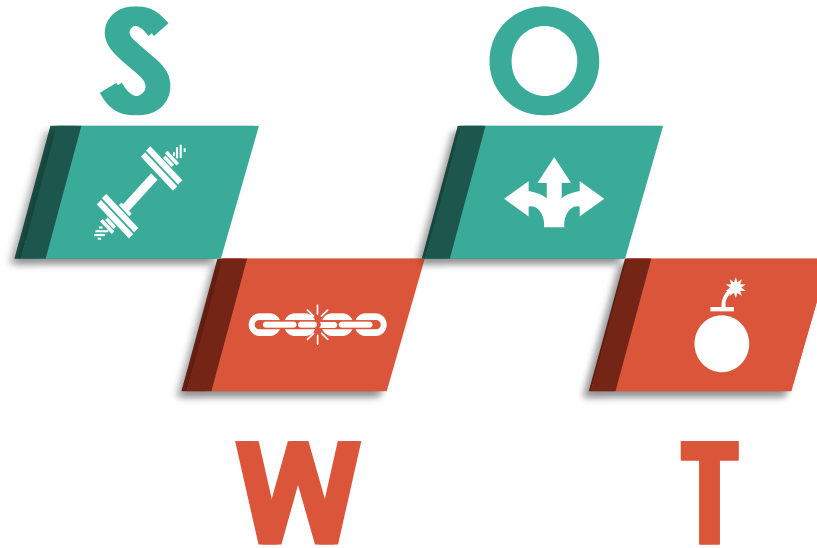
Need to get better at giving feedback and resolving conflicts

Opportunities

Creating a new business model through engaging use of content

Threats

I am aware that all new initiatives deserves close cost monitoring



THE COMPLETE YOU

Job applications are the perfect opportunity to showcase how driven you are. Use this SWOT analysis as a tool to make sure your recruiter sees value.

CHECK ILLUSTRATED SAMPLE OF A FRESHER MBA ON THE LEFT

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Description 1

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Description 2

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Description 3

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This is where a job application needs to score, and score big. In highlighting your achievements, make sure the relevant job skill is the HERO; describe the process followed as well that got you the kudos.



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Skills



In this, nothing will serve you better as a job applicant than examples with dates, figures and names to back each skill

Team Player

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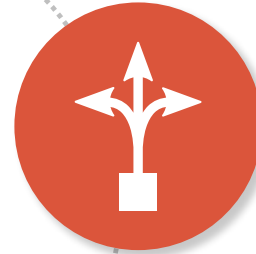


Assertive

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Flexible

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Skill - Set

Creative

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Goal Oriented

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1. What Is a Job Application Form?

It is an official document given to the applicants by employers. It includes questions about individual and job-related skills. The form serves as a legal source for the candidates to present themselves to the recruiters. Digital or paper-based, these forms typically record the candidate's personal information, work history, and skills. In addition to the application form, some positions also require other application documents such as resumes, cover letters, and sample work. Companies use these to hire the best candidates amongst all the applicants.

2. What's Included In a Job Application Form?

Sections on job application forms that are common include are:

Contact Information Full name, address, phone number, email address, etc, are included.

Employment history Previous employment history is mentioned along with all the responsibilities fulfilled.

Availability This section includes the potential start date, availability, or, any notice period that might come in the way.

References It is preferable to include references that reflect your skills and attitudes at work.

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3. What Are Types of Job Applications?

Job applications may differ, but here are the five basic types of job applications:

Solicited application- This is a job application that is submitted in response to an advertisement for a job.

Unsolicited application- It is posted without reference to job postings.

Online applications- Many companies use online application systems. Some employers may accept applications through third-party job sites.

Email Applications- Companies that wish to apply by email will ask for a brief self-introduction in the body of the email.

4. What's The Purpose Of a Job Application?

Here are a few examples of common job application purposes:

To gather information- A job application includes general questions about education, work experience, hobbies, and special skills.

Remain updated on status- Ensures that the recruiters have the most up-to-date information for each candidate.

Organizing information- Whether applied on paper, by email, or through an online portal, what is submitted as a written record can be useful to the company.

Legal requirement- Many employers require applicants to sign their applications, certifying that all information provided is true and accurate.

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