

## What Fresh Graduates Need to Know to Apply for Jobs Correctly

### Outline

Learn how to identify the correct jobs, and how to apply properly, including the process of applying and writing cover letters. After completing the session, the learners will be able to:

- Understand the composition of the industry and the organizations
- Understand how to plan out a career in the industry
- Understanding how to apply your skill sets properly to move up the ladder

Modules		Takeaways	Key Exercise
Module 1	Understanding the importance of a cover letter in the process of applying for a job	<ol style="list-style-type: none"> <li>Learning how to identify facts from a JD, known as a job description for a designation.</li> <li>Understanding how to combine your strength with the facts from the JD to write a cover letter.</li> </ol>	<ol style="list-style-type: none"> <li>Lectures through Slides</li> <li>Interactive discussion, Video</li> <li>Practical application</li> </ol>
Module 2	Understanding the importance of online communication with prospective companies	<ol style="list-style-type: none"> <li>Learning how to conduct a proper email correspondence for applying for a job.</li> <li>Learning how to handle acceptance and rejection gracefully</li> </ol>	<ol style="list-style-type: none"> <li>Lectures through Slides</li> <li>Interactive discussion, Video</li> <li>Practical application</li> </ol>
Module 3	Understanding the importance of proper negotiation for salary	<ol style="list-style-type: none"> <li>Learning how to conduct research for the job you are applying for</li> <li>Understanding the mechanism of negotiation</li> <li>Learning to apply the concept of economics and your strength to negotiate strongly</li> </ol>	<ol style="list-style-type: none"> <li>Lectures through Slides</li> <li>Interactive discussion, Video</li> <li>Practical application</li> </ol>