When applying for a job, your application documents are very important in order to make a good first impression and to communicate your strengths and qualifications to the company. How do I create a perfect CV? How can I make others aware of my uniqueness and how do I put it on paper? In this workshop we will talk about:

- Design and layout of your application
- Information on job search and the application process

Please bring your prepared documents in printed or digital format with you.

Although this event is part of a four-part workshop series, it is possible to attend the individual workshops separately and start your journey at any point.

For this training we charge a fee of € 5,-. Payment details are stated on our website after you registered for the event. For organisational reasons, we kindly ask you for your registration on our website until September 11th, 2022.

Thursday, September 15th, 2022
Location: Club International, Körblergasse 117, 8010 Graz (access via Lindweg 33)
Starting time: 09:00 a.m.
Duration: approx. 3.5 hours

Information in accordance with art. 13 GDPR: Name and contact details of the responsible party: Club International, Körblergasse 117, 8010 Graz; Purpose(s) of the processing / legal basis of the processing: Event management (performance of the contract art. 6 para. 1 lit. b GDPR), keeping of attendance lists and protocols, tracking of contact persons in case of a Covid-19 suspicion (legitimate interests relating to the prevention of the spread of infectious diseases art. 6 para. 1 lit. f GDPR); Categories of recipients: Your name and your contact details will be forwarded on request by the competent health authorities to them (§ 5 para. 3 Law on Pandemics); Information on the obligation to provide data: If you reject the data collection for the registration of participants, then, we can unfortunately not grant your event participation; Duration of data storage: Your data will be stored by us only until the end of the information and consultation relation or beyond that as long as it is required for the fulfillment of our legal obligations. Data that is solely collected for tracking Covid-19 suspected cases will be deleted after 28 days. Information on the right of the persons affected: As a person affected you are entitled to information, correction, deletion, restriction, contradiction as well as data portability. Moreover, you are entitled to lodge a complaint to the data protection authority, www.dsb.gv.at. To learn more about how we process your personal data, please read our data protection declaration at www.wko.at. If you have any questions or inquiries regarding the processing of your personal data, please contact our data protection supervisor: datenschutz@wkstmk.at.

Audiovisual recordings: Audiovisual recordings may be taken for documentation purposes during this event. These recordings will be used and published for reporting in print media, digital and analogue publications, social media etc.