

# ASLAA

## American Studies Leipzig Alumni Association e.V.

### Workshop

# Application Writing Lab

## Resumé and Cover Letter

Are you currently looking for a summer job or an internship? Do you want to study abroad for a semester or two? Are you planning to work in an English-speaking country in the future? A **convincing and well-formatted resumé and cover letter** are the most important door-openers to a successful application. Our workshop is designed to introduce you to crucial **DOs and DON'Ts to keep in mind** when drafting your cover letter or resumé and will touch upon **content issues as well formatting**.

After some input from the workshop leaders, a group working phase will provide you with feedback from your peers. In a second step, you will then have time to incorporate that feedback and work on your written application individually. The **workshop will thus give you the time and space to review and rewrite your own drafts while the workshop leaders are there to support you**, give advice and answer any questions you may have.

**Please bring drafts of your cover letter or resumé (if you already have some) and/or a laptop to revise your written application or start drafting a new cover letter or resumé during the workshop.**

The Application Writing Lab will take place on **Thursday, April 20** from **7.15—8.45pm** at **Geisteswissenschaftliches Zentrum (GWZ), Room 3.515 (Glaskasten)**. We invite all students currently enrolled in the BA or MA program of American Studies as well as students from other institutes. The event is free; snacks and refreshments will be provided.

#### APPLICATION WRITING LAB

Location: GWZ,  
Beethovenstraße 15, Room  
3.515 (Glaskasten)

Date: Thursday, April 20, 2017

Time: 7.15- 8.45 pm

Held by: Caroline Lyle and  
Theresa Rieger

**Please bring drafts of your cover letter or resumé and/or a laptop to draft a written application.**

#### FURTHER INFORMATION

Facebook Page: ASLAA—  
American Studies Leipzig  
Alumni Association



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