

# Tips for your application

First impressions count, so it is important that we are convinced by your application and that you make a good impression. We have put together some points that you should bear in mind.

## **Application documents**

Apply online for the position you would like. For your application you will need:

- › a cover letter
- › a curriculum vitae
- › a color photo of yourself
- › the results of your assessment test (e.g. the “Multi-Check” or “Stellwerk” test)
- › copies of school reports from your senior grades
- › if you have them, taster day evaluations, employer references and confirmation of employment

## **Cover letter**

The cover letter is an important part of your application.

It should explain why you are applying to us and for this apprenticeship in particular:

- › mention the apprenticeship you are applying for
- › say which school you attend and what subjects you like, etc.
- › tell us why you are applying for this apprenticeship:
  - › What are you interested in?
  - › What are you good at?
  - › What is it about this apprenticeship that makes you want to apply?
  - › Why do you want to do an apprenticeship with us?

## **Document layout**

As well as the content of your documents being important, you can also make a good impression with how they are presented. Pay attention to the following:

- › your documents should look good and be carefully designed –
  - make sure that the layout is clear and sensible.
- › keep your cover letter brief and informative
- › make sure you have been thorough and check your spelling
- › ask someone to read through your application before you send it off.

## **Apply online**

We would prefer to receive online applications for apprenticeships at Geistlich Pharma. Email all the above documents to [berufsbildung@geistlich.ch](mailto:berufsbildung@geistlich.ch)

# Tips for the interview

If your application persuades us that you are a good candidate, you will be invited to an interview at Geistlich Pharma. During this interview we will get to know more about you and you will have the opportunity to find out whether an apprenticeship with us is right for you.

Here are some tips to make your interview a success.

## **Before the interview**

- › Find out about us from our website
- › Give some thought to the questions you would like to ask about the company and about the apprenticeship
- › Note the time and place of the interview and get directions
- › Write down the name of the person who is interviewing you
- › Be punctual or, even better, arrive 5 minutes early
- › Make sure you look smart
- › Consider which questions you might be asked and how you want to answer them. For example:
  - › What are your motivations for doing an apprenticeship at Geistlich Pharma?
  - › What are your skills?
  - › What are your hobbies?

## **During the interview**

- › Greet and say goodbye to the interviewer by name
- › Be yourself – we want to find out who you are
- › Maintain eye contact, listen attentively and let the other person finish speaking
- › Consider specific examples and situations when you have been able to demonstrate your skills
- › Ask the questions you have prepared; if anything is unclear during the meeting, ask about it
- › At the end of the interview ask what happens next.

If you feel nervous, please don't worry – that's completely normal. Just be yourself. We're looking forward to finding out about YOU!

**If you have any questions about apprenticeship recruitment, call or email us.**

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