

Applying for a Job Abroad (1): Understanding document types

These materials have been designed to complement **Unit 2** of *Teaching Communication, Skills and Competencies for the International Workplace*, [Routledge](#).

Once you have decided where you want to work and the job you'd like to do there, it's time to prepare the documents needed to apply for the job.

In this worksheet, you will do two things. You will learn to:

- identify the specific documents required for a job application, and
- understand the different types of application documents.

1. Identifying the specific documents required for a job application

Using your critical reading skills (see <https://shorturl.at/loV06>), you need to identify what documents the job advertiser is requiring. In some contexts and industries, advertisers prefer online applications. If this is the case, make sure you complete the online form to the best of your abilities and, if possible, download or save a pdf copy before you submit. You can then have a final and critical read of your application before submitting it. In other contexts, advertisers still prefer a more traditional application, even if documents are to be submitted on line, consisting of an application or cover letter, and a resume or CV.

Look at the following examples and identify what documents are required for an application.

1

Apply with LinkedIn

OR

* First Name

* Last Name

* Email

* CVS
 No file chosen

You agree to the [Transparency Notice](#)

You agree to the [Marketing Consent](#)

I'm not a robot

2

Junior Frontend Developer - Full-time, Remote

SOUTH AMERICA / ENGINEERING - SOFTWARE DEVELOPMENT / FULL-TIME

SUBMIT YOUR APPLICATION

Resume/CV *

Full name *

Email *

Phone

Current company

LinkedIn URL *

GitHub URL

Twitter URL

Portfolio URL

ADDITIONAL INFORMATION

Add a cover letter or anything else you want to share.

For reflection

- These two jobs are placed in parts of the world where English is not the official language. How important would you say knowledge of the local languages would be in these cases?
- In the second job ad, what does the requirement to provide at least one social media platform (LinkedIn in this case) tell you?

2. Understanding the different types of application documents

As you saw in the previous examples, the typical documents required to apply for a job are:

- An application or cover letter
- A resume or CV

It is important to submit only the documents asked for. Even if you think sending an application letter with your submission is a good idea, only submit it when required.

Now, what purposes do these documents serve? The following table highlights the main aims of each of them.

Documents	Main purposes	Always required?
Application/cover letter	The main aim of the application letter is to highlight your suitability for the job. It provides a summary of your strongest and most relevant competencies and skills required to do the job as specified in the selection criteria.	Not always
Resume	A resume is a short document (usually 1-2 pages) that offers a concise description of your key competencies, skills, work experience and qualifications for a specific job.	Always
Curriculum Vitae (CV)	A CV is a detailed document (length will depend on your work history) that presents a full description of your competences and skills, work experience, and academic credentials.	Always

Finally, always keep in mind that application documents will not get you the job, but an invitation to interview. It is your performance on the job interview that will land you the job!