

Curriculum Vitae

Name: Donáta Jaroušková
Address: Svážná 6
Brno
Czech Republic
Tel: 544220515
Date of birth: 5/8/86
Age: 21

Education:

1980-1989 Basic School ZŠ Kotlářská 198, Brno
1989-1993 Gymnázium Křenová 36, 600 00 Brno (grammar school)
1993-1998 Masaryk University Brno, Faculty of Science

Qualifications:

Maturita exam (school-leaving exam) – Czech language: 3(C), English: 3(C),
Biology: 1(A), Chemistry: 2(B)
Master Degree in Biology – B

Work experience:

1992 Voluntary work in a local experimental laboratory (Desford Chemical Services)
1993 Bar work, waitressing etc.
Sept. 1995- Feb. 1996 Casual work with Desford Chemical Services, three/four days per week;
general assistance in the laboratories
March 1996- present Full-time work with Desford Chemical Services

Skills: English; some computer literacy

Activities:

President of school parliament
Captain of school volleyball team
University representative in volleyball
Deputy in Faculty Senate 1996-1999
Secretary of faculty section of Friends of the Earth

Interests: Body building, cycling, reading, socializing

References:

Mr J Fořt	Ms F Salová
Head of Molecular Biology Dept.	Manager Lake Café
Faculty of Science, MU Brno	634 12 Jedovnice
600 00 Brno	

Komentář [N1]: [vi:taɪ]

Komentář [N2]: Heading: Personal details:

Komentář [N3]: Bold used selectively, your name is obviously important, so you must make sure it stands out. Or write your name instead of Curriculum Vitae.

Komentář [N4]: + area code

Komentář [N5]: + email, (mobile phone)

Komentář [HN6]: Date written out in full.

Komentář [N7]: Education and qualifications listed together.

Komentář [N8]: Do not include basic education, only secondary, post-secondary, special seminars, summer schools, degrees obtained, expected, names and locations of schools.

Komentář [H9]: field of study

Komentář [N10]: Include grades only if they are exceptional.

Komentář [H11]: specify

Komentář [N12]: full/part-time jobs, academic research projects, internships (zácvik AmEng), voluntary work: time, position, name, location, responsibilities

Komentář [N13]: Your recent job and experience first (in reverse chronological order)!!!

Komentář [N14]: something special? communicator? teamwork?

Komentář [N15]: Vacation jobs are OK, however, mention them only if relevant to the job. Focus on skills, e.g. I learned how to deal with all sorts of people.

Komentář [N16]: Never use "etc."

Komentář [N17]: Skills: computer literacy (be more specific), driving licence, languages (grade of fluency: conversational/fluent) ...

Komentář [H18]:

Komentář [N19]: Reconsider including this fact if applying to a conservative company.

Komentář [N20]: Bring out the key qualities of particular sports, hobbies. Don't put socialising which is taken as drinking!

Komentář [N21]: Include references only if asked for, in that case don't forget to inform those persons. If you are not asked, write 'available on request'.