

| <b>Curriculum Vitae</b>   |  |
|---|--|
| <b>Name:</b>  | Donáta Jaroušková  |
| <b>Address:</b>   | Svážná 6<br>Brno<br>Czech Republic   |
| <b>Tel:</b>   | 544220515  |
| <b>Date of birth:</b>   | 5/8/75   |
| <b>Age:</b>   | 27   |
| <b>Education:</b>   |  |
| 1980-1989   | Basic School ZŠ Kotlářská 198, Brno  |
| 1989-1993   | Gymnázium Křenová 36, 600 00 Brno (grammar school)   |
| 1993-1998   | Masaryk University in Brno, Faculty of Science   |
| <b>Qualifications:</b>  |  |
| Maturita exam (school-leaving exam) – Czech language: 3(C), English: 3(C), Biology: 1(A), Chemistry: 2(B) |  |
| Master Degree in Biology – 2  |  |
| <b>Work experience:</b>   |  |
| 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  |
| <b>Skills:</b>  | fluent English; some computer literacy   |
| <b>Extracurricular activities:</b>  | President of school parliament<br>Captain of school volleyball team<br>University representative in volleyball<br>Deputy in Faculty Senate 1996-1997<br>Secretary of faculty section of Friends of the Earth |
| <b>Interests:</b>   | Keep-fit, cycling, reading, socializing  |
| <b>References:</b>  |  |
| Mr J Fořt<br>Head of Molecular Biology Dept.<br>Faculty of Science, MU Brno                               | Ms F Salová<br>Manager Lake Café<br>634 12 Jedovnice   |

**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.

**Komentář [N4]:** + area code

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

**Komentář [HN6]:** Date written out in full.

**Komentář [N7]:** If you have mentioned your date of birth, your age will be obvious to the recipient.

**Komentář [N8]:** Education and qualifications listed together.

**Komentář [N9]:** Do not include basic education, only secondary, post-secondary, special seminars, summer schools, degrees obtained, expected, names and locations of schools.

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

**Komentář [N11]:** full/part-time jobs, academic research projects, internships (zácvik AmEng), voluntary work: time, position, name, location, responsibilities

**Komentář [N12]:** Your recent job and experience first (in reverse chronological order)!!!

**Komentář [N13]:** something special? communicator? teamwork?

**Komentář [N14]:** Vacation jobs are OK, however, mention them only if relevant to the job.

**Komentář [N15]:** Never use "etc."

**Komentář [N16]:** Skills: computer literacy (be more specific), driving licence, languages (grade of fluency: conversational/fluent) ...

**Komentář [N17]:** Reconsider including this fact if applying to a conservative company.

**Komentář [N18]:** Keep the list short: one artistic, one sporting and one unusual interest. Don't put socialising which is taken as drinking!

**Komentář [N19]:** 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'.

