

## 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: B(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 1996-199  
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:tai]

**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'.