**Feedback: CVs, Cover Letters**

Minuses

* Many spelling mistakes, use the corrector
* Use of capital letters in names, e.g. Masaryk University, Faculty of Science
* *Experience*= zkušenosti BUT *experiences* =zážitky
* *Licence*  noun, =licence BUT *license* verb, = udělit oprávnění
* *Practice* noun = procvičení, zvyklost, praktika *practise* verb, = procvičovat
* Use numbers, e.g. *many years, some time* - how many years, months,…
* Language exams– explain what your information means exactly, employers usually do not know symbols for knowledge levels, specify what type of exam it is
* Musical instruments are used with *the,* e.g. play **the** violin
* If you miss something (e.g. you do not have a driving licence), do not mention this
* Use of template (šablona) - only for help, it is better to change it and personalize - to suit your purposes, otherwise it is very uniform
* long and “artificial” phrases in letters, use your real language adapted to formal style, something you could really say

Pluses

CVs

* Stating the job positions in *Work Experience* section, mentioning responsibilities in these positions
* Use of template – good help but be careful - see comment above
* Together with job descriptions - mentioning the skills you acquired or applied here

Cover Letter

* Use of sample letter and changing it into personalized style, adapting it to real person and his/her language level