

## 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