

**1. Warm-up**

1. Have you ever applied for a job? If not, what kind of job would you like to apply for in the future?
2. Have you ever written a CV, covering letter or application form in English?
3. Do you think that the information you would include in English is the same as in Czech?
4. Is the way you organise a CV set and defined?
5. What would you say is the main difference between an academic and an industry CV?

**2. CV essentials – complete the blanks:**

1. There is no single correct f\_\_\_\_\_ of a CV.
2. Emphasize the skills, accomplishments and experience most r\_\_\_\_\_ for the reader and position.
3. Your strongest qualities should s\_\_\_\_\_ out when skimmed.
4. Arrange the information into categories in order of i\_\_\_\_\_ .
5. The information within the categories should be in r\_\_\_\_\_ chronological order.
6. A\_\_\_\_\_ pronouns and jargon.
7. Use bullet points rather than full s\_\_\_\_\_ .

**3. POWER WORDS**

<https://www.kent.ac.uk/careers/cv/actionverbs.htm>

are positive, active-sounding verbs and expressions. They are used in job advertisements and job descriptions and should appear in your CV and covering letter. Being in the active form, not passive, they are understood as action words and make effective descriptions of achievements, skills and job experience. Use action words to put over what you have achieved in vacation jobs or posts of responsibility - not just the tasks you have carried out.

**Match the type of skills and groups of action verbs. Can you add more of your own examples?**

<http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>

RESEARCH      TECHNICAL      COMMUNICATION      TEACHING      LEADERSHIP

- 1 articulated clarified collaborated mediated negotiated reconciled resolved
- 2 analyzed conducted evaluated interpreted investigated systematized tested
- 3 coached guided facilitated simulated instructed motivated evaluated
- 4 administered appointed coordinated established strengthened supervised chaired
- 5 adapted converted designed installed remodeled upgraded utilized

**Improve the description of the task by using power verbs instead of the highlighted ones.**

*"For my final-year project, I **had to** carry out a survey of patients' attitudes to health care services for the elderly. This **involved** interviewing patients in hospital and in their homes. A database **was used** to keep track of data collected. This project was **finished** on time and was awarded a 2.1 grade."*

#### 4. PERSONALITY AUDIT

To have relevant and personalized material for writing your CV and covering letter, you need to work on the language for naming the tasks you can do, the skills you possess and the interests you prioritise. The link below offers help with identifying one’s professional interests and strengths.

<https://www.kent.ac.uk/careers/Choosing/InterestsProfile.htm>

- **A brief exercise: Think about these three topics, describe a story in each case and then try to find an adjective that describes you in the situation.**

1. your “hard skills” - a concrete task you have done in your field of study when you applied specialized knowledge of the subject
2. your team-working abilities - a concrete situation when you worked in a team
3. how you organize time – an example of an activity/event which demanded time planning

- **Skills from previous work experience – complete the table. Consider three jobs you had (e.g. summer jobs, part-time jobs, school projects, field work, ...)**

Time	job/position	duties	how you did it + your strong points in it

- **Write a brief paragraph about one example of what you did using the action verbs.**

p.1, ex.3: answer A more powerful description of the task:

*" **Devised** and **prepared** a survey of patients' attitudes to health care services for the elderly as my final-year project. **Interviewed** 70 elderly patients and **obtained** a substantial amount of data. **Created** a database to **analyse** and **interpret** this material. **Completed** this project three weeks ahead of schedule and **achieved** a 2.1 grade."*

## 5. WRITING A CURRICULUM VITAE

Video <https://jobs.theguardian.com/article/how-to-write-a-cv-video-/?s=8>

embellish – přikrášlit,  
fraud - podvod

### Discuss the questions

1. How much time do you have to sell yourself and your skills through your CV?
2. How long should a CV be?
3. Are there any preferred choices of font and font size?
4. What should you put at the top of your CV?
5. Do you write your age / date of birth in the CV?
6. What is a personal statement and how is it used?
7. How can you “tailor” your CV?
8. How do you organize the description of your employment history?
9. Is it OK to embellish your education?
10. Which additional information can strengthen your chances?

### Headings

- What section headings would you use in your CV?
- Suggest headings for the given descriptions of CV sections.
- What’s the order of the sections?

### Academic CV additions: what are they?

CURRENT RESEARCH    FUTURE RESEARCH INTERESTS    POSITIONS OF RESPONSIBILITY  
PUBLICATIONS AND PRESENTATIONS    CONFERENCES AND COURSES ATTENDED

An academic CV differs from others in that it should include sections which relate directly to your research and other related skills and experience. There is no set Academic CV format: your layout is up to you. Remember the three key elements potential academic employers look for are Research, Teaching and Administration, so these three elements should definitely be prioritized and included in all academic CV's.

### What type of additions are the examples below?

- Brief summary of current research + names of supervisors
- Emphasize creative and innovative aspects of your research where possible.
- Where is your research going? Where would you like it to go?
- Incorporate conferences and posters
  
- Training, mentoring, facilitating
- Supervision of students – undergraduate? Post graduate? Year?
- What teaching materials have you designed or prepared?
- Have you organized any fieldwork or trips?
  
- Responsibility for planning conferences
- Marking, assessment and related paperwork – did you run a lecture course?
- Ability to prioritize workload and to meet deadlines
- Have you helped out at Open Days?

### Find words with the same meaning:

*highlight, point out*      *provide aid and simplify*      *value judgment, evaluation*

## 6. WHY DO YOU NEED A COVERING LETTER?

<http://www.kent.ac.uk/careers/cv/coveringletters.htm>

The covering letter is vital to your CV. This is why it is the first page and not an addition. "Please find enclosed my CV" won't get you very far.

Your covering letter demonstrates your writing style better than your CV (which is usually more brief and factual).

The covering letter puts flesh on the bare bones of the CV. It points out to the employer the information showing that you have the qualities the job calls for, and makes a statement about yourself and your suitability for the job. It should give the personal touch that your CV will intrinsically lack.

*"My pet hates: incomplete and inaccurate application forms, no covering letter, poor grammar and spelling, careless handwriting and letters written on scrap paper"*

Partner in firm of solicitors.

### 1. Try to guess what employers think about covering letters – supply the percentages.

42.9% 29.8% 19%

A [survey in the US of employers](#) found that

- ..... wanted candidates to submit a cover letter for each position.
- ..... felt that they were not important ("I don't have the time to read them anyway")

How long should your covering letter be?

- ..... of employers preferred a full page
- 46% preferred half a page

### 2. Empty and unsuitable phrases - which phrases do you think are better to avoid?

*'I feel am ...'*      *'I believe I am ...'*      *'I think I would be ...'*      *'I am good at...'*  
*'This job would help me to...'*      *'As you can see on my CV...'*      *'As you know ...'*

### 3. Structure of Covering Letter – identify three parts that are not in the right place

#### First Paragraph

1. State the job you're applying for
2. Where you found out about it (advert in The Guardian newspaper etc. - organisations like to know which of their advertising sources are being successful)
3. When you're available to start work

#### Second Paragraph

4. Why you're interested in that type of work
5. Relate your [skills](#) to the [competencies](#) required in the job

#### Third Paragraph

6. Summarise your strengths and how they might be an advantage to the organisation
7. Mention any dates that you won't be available for interview

#### Last Paragraph

8. Why the company attracts you
9. Thank the employer and say you look forward to hearing from them soon

Additional reading: writing a CV + examples

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

<https://www.kent.ac.uk>      <http://www.jobs.ac.uk>      <http://www.resumagic.com>