

1. Warm-up: Find someone ... and ask more about their experience.

1. Who has worked for a company or an institution
2. Who has written a CV or a job application letter / form
3. Who has written a CV or application letter in English
4. Who thinks that the English and native tongue versions differ

Based on your experience, formulate a few steps covering your know-how 'HOW TO FIND A JOB'.

2. CV writing principles

- Sort out the cut-outs matching the headings of given sections of a CV with their descriptions.
- What is the order of individual sections?

3. Advice on CV writing

What do you think are dos and don'ts of a good CV? Use phrases below to give advice.

You should... You shouldn't... It's a good idea to... You'd better...
You'd better not... I wouldn't ... I don't think it's a good idea to...

Next, give your advice on these questions below.

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

Listen to the professional advice here <https://jobs.theguardian.com/article/how-to-write-a-cv-video-/?s=8> 0-3.00

4. Preparing your specific documents

Research the given sources and prepare a brief presentation with useful instructions for your classmates.

Group A: How do I make my CV academic, i.e. interesting for educational and research centres?
<http://www.jobs.ac.uk/careers-advice/cv-templates/1309/academic-cv-template>

Group B: Why should I write a letter together with my CV and what does such a letter contain?
<https://www.kent.ac.uk/careers/cv/coveringletters.htm>

Take notes while you're listening to the presentations

Academic CV:

Covering Letter:

5. Language for CV and Covering letter: action verbs

Match the type of skills and groups of action verbs.

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

RESEARCH	TECHNICAL	COMMUNICATION	TEACHING	LEADERSHIP
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- 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

Compare the descriptions of a task. Which one is better and why?

*"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."*

*" **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."*

6. Personality audit:

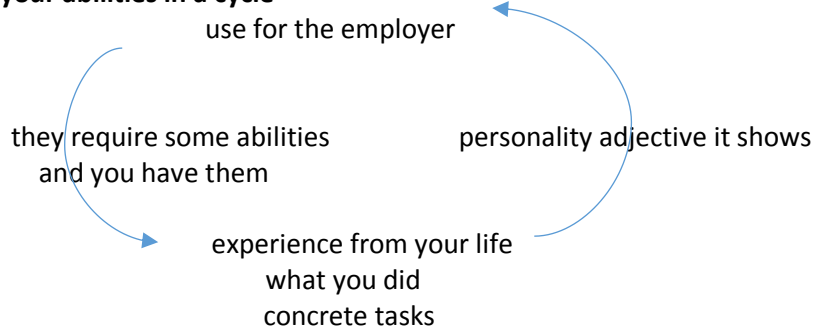
To have relevant and personalized material for writing your CV and covering letter, you need to work on the language for naming the tasks you can do, the skills you possess and the interests you prioritise.

This link can help you identify your strengths: <https://www.kent.ac.uk/careers/Choosing/InterestsProfile.htm>

Choose one of the three topics. Describe a situation from your life and then try to find an adjective phrase that describes you in the situation. What does it say to the employer? Talk in pairs or threes. (e.g. calm in stressful situations, attentive to details, able to deal with angry people, ...)

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*

Think about your abilities in a cycle



A list of adjectives to help you.

<https://www.englishclub.com/vocabulary/adjectives-personality.htm>

decisive	patient	impatient
determined	persistent	impolite
energetic	pro-active	impulsive
enthusiastic	rational	inflexible
fair-minded	reliable	intolerant
flexible	self-disciplined	irresponsible
friendly	straightforward	narrow-minded
hard-working	well organized	stubborn
helpful	arrogant	tactless
imaginative	big-headed	unpredictable
independent	dishonest	unreliable

As a summary, name three adjectives (or adjective phrases) that can characterize you.

HOMEWORK

- 1) Your CV - deadline is 1 November 2017

1 CV & COVERING LETTER
SOFT SKILLS

4

- 2) Find a job advertisement in English that matches the specialization of your studies and upload it to odevzdavarny. One advert for a pair of students is enough. Deadline 26 September.