

Curriculum Vitae	
Name:	Donáta Jaroušková
Address:	Svážná 6 Brno Czech Republic
Tel:	544220515
Date of birth:	5/8/75
Age:	27
Education:	
1980-1989	Basic School ZŠ Kotlářská 198, Brno
1989-1993	Gymnázium Křenová 36, 600 00 Brno (grammar school)
1993-1998	Masaryk University in Brno, Faculty of Science
Qualifications:	
Maturita exam (school-leaving exam) – Czech language:	3(C), English: 3(C), Biology: 1(A), Chemistry: 2(B)
Master Degree in Biology –	2
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:	fluent English; some computer literacy
Extracurricular activities:	President of school parliament Captain of school volleyball team University representative in volleyball Deputy in Faculty Senate 1996-1997 Secretary of faculty section of Friends of the Earth
Interests:	Keep-fit, cycling, reading, socializing
References:	
Mr J Fořt Head of Molecular Biology Dept. Faculty of Science, MU Brno	Ms F Salová Manager Lake Café 634 12 Jedovnice

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.

Komentář [N4]: + area code

Komentář [N5]: + email, (mobile phone)

Komentář [HN6]: Date written out in full.

Komentář [N7]: If you have mentioned your date of birth, your age will be obvious to the recipient.

Komentář [N8]: Education and qualifications listed together.

Komentář [N9]: Do not include basic education, only secondary, post-secondary, special seminars, summer schools, degrees obtained, expected, names and locations of schools.

Komentář [N10]: Include grades only if they are exceptional.

Komentář [N11]: full/part-time jobs, academic research projects, internships (zácvik AmEng), voluntary work: time, position, name, location, responsibilities

Komentář [N12]: Your recent job and experience first (in reverse chronological order)!!!

Komentář [N13]: something special? communicator? teamwork?

Komentář [N14]: Vacation jobs are OK, however, mention them only if relevant to the job.

Komentář [N15]: Never use "etc."

Komentář [N16]: Skills: computer literacy (be more specific), driving licence, languages (grade of fluency: conversational/fluent) ...

Komentář [N17]: Reconsider including this fact if applying to a conservative company.

Komentář [N18]: Keep the list short: one artistic, one sporting and one unusual interest. Don't put socialising which is taken as drinking!

Komentář [N19]: 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'.

