

I. Discuss with a partner

Have you got any work experience? If so,

1. What kind of job did you do?
2. Did you have to write a CV, cover letter or an application form?
3. Did you have to write any of those in English?
4. Did the English and the native tongue versions differ?

II. Sort out the cut-outs matching the headings of given sections of a CV with their descriptions. What is the order of individual sections?**III. What do you think are dos and don'ts of a good CV? Use phrases below:**

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...

IV. Watch the video and note down the reasons why many CVs were rejected.**V. Discuss: what is the difference between an industry CV and an academic one?****VI. Read the text below and find 5 words which mean the same as the provided synonyms/definitions (one word per definition). The words appear in the text in the same order as the order of the definitions.**

1. put in as part of a set, group or category
2. fixed, established
3. design, organization, arrangement
4. position
5. have as a component
6. important, applicable
7. possible, hypothetical
8. treated as being more important than other things

Academic CV Additions

Now you add the extra information you need to turn the Classic CV into one for your application to work in academia!

An academic CV differs from others in that it should include sections which relate directly to your research and other related skills and experiences. You can see a suggested subject heading list below, or refer back to the Academic Guidelines. **There is no set Academic CV format: your layout is up to you.**

An applicant with experience applying for a senior post, may well want to add an Appendix/Addendum in which research information can be written in detail as well as other relevant information. A new graduate may not have the experience to do this and can incorporate all relevant headings into the main body of the CV.

Below are some suggestions of how you can record your skills and experience under different headings, and they are just examples. Remember **the three key elements potential employers look for are Research, Teaching and Administration, so these three elements should definitely be prioritised and included in all academic CV's.**

VII. Research, Teaching and Administration – put the strips of paper under the right headings.

VIII. Personality audit - find out what to write in documents.

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.

Think about one of the three topics below; describe a situation from your life and then try to find an adjective phrase that describes you in the situation (e.g. *calm in stressful situations, attentive to details, able to...*)

1. a concrete task when you applied specialized knowledge of the subject (to show your “hard skills”)
2. a concrete situation when you worked in a team (to prove your team-working abilities)
3. an example of an activity/event which demanded time planning (how well you organize time, to show time management skill)

Use these adjectives to help you:

decisive	hard-working	rational
determined	helpful	reliable
energetic	imaginative	self-disciplined
enthusiastic	independent	straightforward
fair-minded	patient	well organized
flexible	persistent	
friendly	pro-active	

IX. Action verbs

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.

Match the type of skills and groups of action verbs.

RESEARCH TECHNICAL COMMUNICATION TEACHING LEADERSHIP

- 1 articulated clarified collaborated mediated negotiated reconciled resolved
- 2 analysed 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 remodelled upgraded utilized

Compare the two descriptions, which one seems more powerful? What is the other, apart from the efficient use of action verbs?

*"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."*

A more powerful description:

*"**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."*

X. Cover letter template; put the four paragraphs in a correct order.

- ☐ Mention any dates that you won't be available for an interview.
- ☐ Thank the employer and say you look forward to hearing from them soon.
- ☐ **State the job you're applying for.**
- ☐ **Where you found out about it** (advert in The Guardian newspaper etc. - organisations like to know which of their advertising sources are being successful)
- ☐ **When you're available to start work** (and end if it's a [placement](#))
- ☐ Summarise your strengths and how they might be an advantage to the organisation.
- ☐ Relate your skills to the competencies required in the job.
- ☐ Why you're interested in that type of work
- ☐ Why the company attracts you (if it's a small company say you prefer to work for a small friendly organisation!)

If you start with a name (e.g. "Dear Mr Bloggs") you should end with "*Yours sincerely*". If you start with "Dear Sir or Madam" you should end with "*Yours faithfully*".

XI. Now write your own cover letter, applying for the position shown to you by the teacher. Use action verbs and adjectives to describe personal characteristics to make it more powerful.

- XII. HOMEWORK: find a job advertisement which you would like to apply for, and upload its link to the Homework folder in IS.**

Sources:

Ex. I prepared by Jana Kubrická

Ex. VII, VIII prepared by Daniela Dlabolová

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

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

<http://www.jobs.ac.uk>

<http://www.kent.ac.uk>