CV writing and Applying for a Job.

Let's talk about CVs….

Activity One - SECTIONS OF THE CV IN ENGLISH

Here are the different titles of all the CV sections in English. What do you talk about in each section ? Let's discuss in general what kind of information you could include in each section :



Personal details
Professional Objectives
EducationWork Experience
Foreign Languages
Interests
References

Activity Two - Some **advice**. Let's read the article.

Never translate your CV from French to English because you will end up sounding too French. Watch out for false friends in the CV jargon (Grandes Ecoles does not mean High School for example).

It's particularly important to be concise in an English CV, people generally spend no more than a minute reading a CV, keep it to two pages.

For an American company don't give your age or joint a photo. It's not allowed. In England the laws of equal opportunity employment are less strict.

At the top of the page you can give a brief outline of your professional objectives. Go for it, English speaking people are very direct and positive about their skills and objectives. Express your objectives, strengths and weaknesses clearly.

Remember to start with the most recent experience in both education and professional experience categories and explain your qualifications and experiences clearly. The bacalaureat is a high school diploma, the deug, deuss etc… can be described as a University degree.

When you talk about professional experience it's really important to give specific but concise examples of responsibilities, tasks and challenges you faced. Always be brief and quote facts and figures wherever you can. We are very results oriented!

It's really useful to add a couple of references at the end of the CV. Make it easy for someone to call them, give all of their contact details and explain in what context you have worked with them. It shows you are open, have nothing to hide and have someone who will vouch for you!

Activity Three - *Skills* **– Here is a list of skills. Circle the ones that apply to you. At the end of the list add any you feel you have which are not included.**

SKILL	Explain why you have that skill.
Organization	
Multi-tasking	
Discretion	
Fairness	
Team Spirit	
Forward thinking	
Strategic planning	
Problem solving	
Leadership	
Fast Learning	
Critical thinking	
Motivation	
Positivism	
Enthusiasm	
Sales	
Communication	
Empathy	
Initiative	
Independence	
Time Management	
Selling ideas	
Listening to others	
Resolving conflicts	
Serving others	
Prioritizing	
Logical thinking	
Analyzing data	
Delegation	
Following instructions	
Attention to detail	

Activity Four - Now **describe your skills**, with proof and examples by using your notes from above.

However	As a result	Despite this fact
Nevertheless	This is why	In contrast
Therefore	In view of this	Overall
In conclusion	Finally	On the whole
To summarize	To sum up	Naturally
Moreover	Eventually	Clearly
Furthermore	In conclusion	Basically
First of all	On the one hand	Essentially
Secondly	On the other hand	Ultimately
Then		Apparently
Consequently		

Activity Five - Personal **SWOT**



In your profile, with the job you want in mind; identify the following:

Strengths
Weaknesses
Opportunities
Threats

Activity Six - **Convincing People** in English

A job interview is when you want to be at your most convincing!

In English we can use several techniques to improve the **CLARITY** and **POWER** behind what we are saying.

1/ Intonation and Stress.

Say important words louder and more slowly.
Use pitch - rising at the start of the sentence and falling at the end of the sentence.

2/ Short clear sentences.

Don't translate, stick to simple short and emphatic sentences.

3/ Well structured ideas.

Use linking words to make your message clear and give power and authority to your ideas.

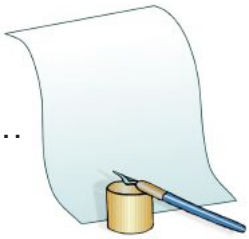
Activity Seven Your ideal job – *describe your ideal job.*

Activity Eight *Role Plays*. **Job interviews - Let's practice applying for a new job in one of the following positions.**



1. Part time exotic dancer in a club for hen/stag parties.
2. Sales exec for Dell
3. Project manager for Google
4. Actor in a special movie about Geeks
5. Guitarist for a rising American rock band
6. Sales manager for a new exciting social networking company

Activity Nine - Cover letter. In English your cover letter should be short and to the point. Here are some expressions you will need :



Dear Sir or Madam
To Whom it may concern
Please find attachedI am writing to you regarding…
Yours faithfully
Yours sincerely

Write an example cover letter which we can correct together. Talk about your skills and motivation in this short letter.

Activity Ten – Do a sample CV – we can correct it together.
Don't forget to respect all the sections of the cv.

Activity Eleven – Imagine their **Skills!**

What skills do you think the following applicants have ? Decide who you would employ as your personal assistant in your new Internet startup.

- Katy Perry
- Brittany Spears
- The Queen of EnglandJohnny Haliday
- Nicholas Sarkozy
- Bruce Willis
- Ghandi

Activity Twelve - **Mock Interview - *why are you the best person for the job?***
Let's act out your interview - you will talk about your skills, motivation and what you can bring to the job, you will be convincing and confident!!!!!
(***Ideas*** - http://jobsearch.about.com/od/parttimeqa/qt/whyareyoubest.htm
http://jobsearch.about.com/u/ua/topinterviewanswers/whyshouldwehireyou.htm)