

Working Life

Meeting 9

Your plan...

- What will you do after you graduate?
- Will you be an entrepreneur?
- Will you work for a company?

Share your plan with some friends.

CV/Curriculum Vitae/Resume

Definition:

- A document setting out in brief a person's education, training, professional history, skills, competences and job qualifications, which is used typically when applying for a job.
- The term CV (Curriculum Vitae) is nowadays more common.

CV/Curriculum Vitae/Resume

Note:

Some people say that a CV is longer (more than 1 page) & more detailed than a Resume (only 1 page), but most people say that they are the same.

When is the best time to write a Resume?

- **As soon as possible!**
- A résumé is a work in progress, and students who start early have the benefit of improving and refining the document over time.
- Students need to keep their résumé regularly updated to reflect new experiences, ensuring that an up-to-date résumé is available when needed.
- Students are encouraged to begin the process immediately. You never know when and where your résumé will be needed!

Think of a time you need
to submit a resume?

CV: Format & Samples

1. Read the article [9-2 CV.doc](#)
2. Study the details that we need to include in a CV.
3. Study the sample CVs.

Let's write your CV...

- On your notebook, write down a CV.
- Follow the format in the article.

Job Advertisement: for students

- ❖ Students can also do a part-time job.
- ❖ Do you know what jobs are suitable for students?

Job Advertisement: for graduates

- Study the job advertisements in [9-3 Job Ad.doc](#)
- Are you interested in one of them?
- What **requirements** are needed?
- Do the requirements meet your **qualifications**?

Application Letter/ Cover Letter/Covering Letter

Definition:

An application letter, cover letter, covering letter, motivation letter, motivational letter, or a letter of motivation is a letter of introduction attached to, or accompanying another document such as **a resume** or **curriculum vitae**.

http://en.wikipedia.org/wiki/Application_letter

Application Letter: Format & Samples

1. Read the article [9-4 Application Letter.doc](#)
2. Study the details that we need to include in an Application Letter.
3. Study the sample Application Letters.

Let's write a Cover Letter...

- Take out a job advertiment that you have searched at home.
- On your notebook, write down a Cover Letter for that job vacancy.
- Follow the format in the article.

Video: Job Interview

- You are going to watch a video about “the dos & don’ts in a job interview”.
- While watching, on your notebook write down “the dos & don’ts in a job interview”.

[9-5 Interview Dos and Don'ts - YouTube \[360p\].mp4](#)

Job Interview: the Interviewer & the Interviewee

- Study the most common questions asked in a job interview [9-6 Article Job Interview Questions & Answers.doc](#)
- Work in pairs. Pretend that you were in a job interview. One of you is an interviewer, the other is an interviewee.
- Present to the class.

THANK YOU!



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