MY FUTURE LIFE

1. Documents for a job interview

a CV: curriculum vitae

a résumé

There can be 2 types:

* a skills-focused CV
* a work-focused CV

You need to keep the tone formal.

You can use bullet points to list information.

You should keep CV to one/two pages.

Avoid photos?

A CV must include:

* your first name, your surname
* your contact details: email address, phone number, postal address
* technical and personal skills

(driver´s license, computer programmes)

* work experience (name of the company/employer, when you started/stopped, your position/job title/role, location)
* qualifications and education (where you studied – type of school, its name, when you started/stopped, diploma/certificate/school qualifications, work-based training (praxe), conferences, workshops
* INTERESTS: baseballs, basketball (=team games)

b/ a cover letter – průvodní dopis

* You send it together with your CV
* Where you found the advertisement
* Why you are interested in the job (motivation)
* How your skills and experience match the job
* INCLUDE: contact details, the date
* Which job/position you are applying for
* Explain your interest in the job
* Link your skills and experience to the job

JOB INTERVIEW

Why do you want to work for our company/library/bookshop? (motivation)

(Look at their website before the job interview – try to find as much as possible about the company/bookshop…)

What are you good at?

What are your strengths and weaknesses?

What do you think you will be doing in your company?

Why should we hire you?

Why did you leave your previous job?

WORKING IN A FOREIGN COUNTRY x IN YOUR COUNTRY - pros and cons

* salary
* costs of living
* gain experience
* contact with your family/friends

STUDYING AT A UNIVERSITY

* pros and cons
* degree – a better position
* status: student – do not pay social

and health insurance (before the age 26)

* your work experience

a part-time job

a summer job

What kind of job would you like to do in the future? Why?