

UD1: Looking for a job

Cover letter, CV, and job interview

Curriculum Vitae

□ What is a CV?

Curriculum Vitae

□ What is a CV?

A formal document that **summarizes** your education, skills, and experience.

- Use → Apply for jobs, internships or study opportunities
- Europass format → Clear, standardized and easy to compare

Curriculum Vitae

□ Goal

- Show your **qualifications**
- Show your working **experience**
- Highlight your **strengths** and **suitability** for the job*
- Give a **clear, professional**, and **honest** picture of your profile

Curriculum Vitae

□ Characteristics

- 1-2 pages max.
- Clear, simple and consistent layout
- Structured sections (Europass order)
- Adapted to the job offer

Curriculum Vitae

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Activity:

- What sections do you think a CV must always have?
- What sections are optional depending on the job position?



Curriculum Vitae

❑ Characteristics



Curriculum Vitae

□ Things to include

- Personal information → Name, address, phone, email, LinkedIn...
 - ❖ Brief introduction of yourself (?)

Curriculum Vitae



What do you think about including this ?

”Siempre dispuesto a aprender y con entusiasmo por seguir creciendo. Me apasionan los idiomas, las culturas y la comunicación, y disfruto transmitiendo esa pasión a mis estudiantes.
El café con hielo, un buen libro y los deportes de Resistencia forman parte de mi día a día.”



In my free time, you will find me among curious cats, challenging sudokus, and readings on folklore and mythology.

Curriculum Vitae



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Depending on the context

Curriculum Vitae

□ Things to include

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 - ❖ Brief introduction of yourself (?)



What do you think about including a picture ?

Curriculum Vitae

□ Things to include

- Personal information → Name, address, phone, email, LinkedIn...
 - ❖ Brief introduction of yourself (?)

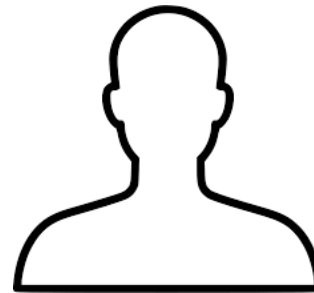


What do you think about including a picture ?

✓ Professional

✓ Formal

✓ Face photo



✓ Clothes

✓ Outfit, piercings,
tattoos...

Curriculum Vitae: Europass CV



□ What is a Europass CV?

A standardized CV format developed by the EU to make job applications more transparent and comparable across Europe.

- Standard layout → Same structure across all CVs
- Focus on skills + competences → Specific sections for language skills, digital skills, experience...
- Online tool → Can create, edit, and update CVs for free
- Multilingual

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Curriculum Vitae

□ Things to include

- Personal information → Name, address, phone, email, LinkedIn...
 - ❖ Brief introduction of yourself (?)
 - Professional field
 - Work experience
 - Education and training
- } Reverse chronological order

EXPERIENCE

10/2014 – 10/2017



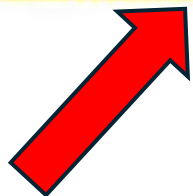
SALES COMPANY 1

E-Commerce Sales Associate

- Expertly explained Sales Company 1's mission, vision and track record to potential customers and consistently exceeded new customer acquisition quota by 20% on a monthly basis
- Demonstrated a deep understanding of e-commerce
- Collaborated with team of 10 in order to create new promotional campaigns
- Crafted offers and proposals for new clients which boosted projected company revenue by 5%

Boston, MA

09/2012 – 09/2014



SALES COMPANY 2

E-Commerce Sales Associate

- Curated campaigns and projects aimed at attracting new customers
- Executed inbound and outbound sales calls, averaging 400 a week
- Onboarded between 50 and 100 new customers weekly
- Minimized customer cancellation rate by 10% by investing time into building rapport and successfully evaluating customer needs

Boston, MA

07/2010 – 08/2012



SALES COMPANY 3

Product Marketing Associate

- Collaborated with Solutions Enablement (Product Management), Market Insights, and various other stakeholders to obtain the product, process, and market landscape information necessary to inform product positioning and asset creation
- Created marketing content that helped define and promote the value of company products
- Reported to the Director of Product Marketing

Boston, MA

EDUCATION

HOGWARTS
SCHOOL OF
WITCHCRAFT AND
WIZARDRY

Hogwarts
1899



- **Master of Wizardry**
 - Graduated with honors.
 - Specialized in Transfiguration.

HOGWARTS
SCHOOL OF
WITCHCRAFT AND
WIZARDRY

Hogwarts
1895



- **Bachelor of Wizardry**
 - Graduated with honors.
 - Specialized in Charms and Transfiguration.

Curriculum Vitae

□ Things to include

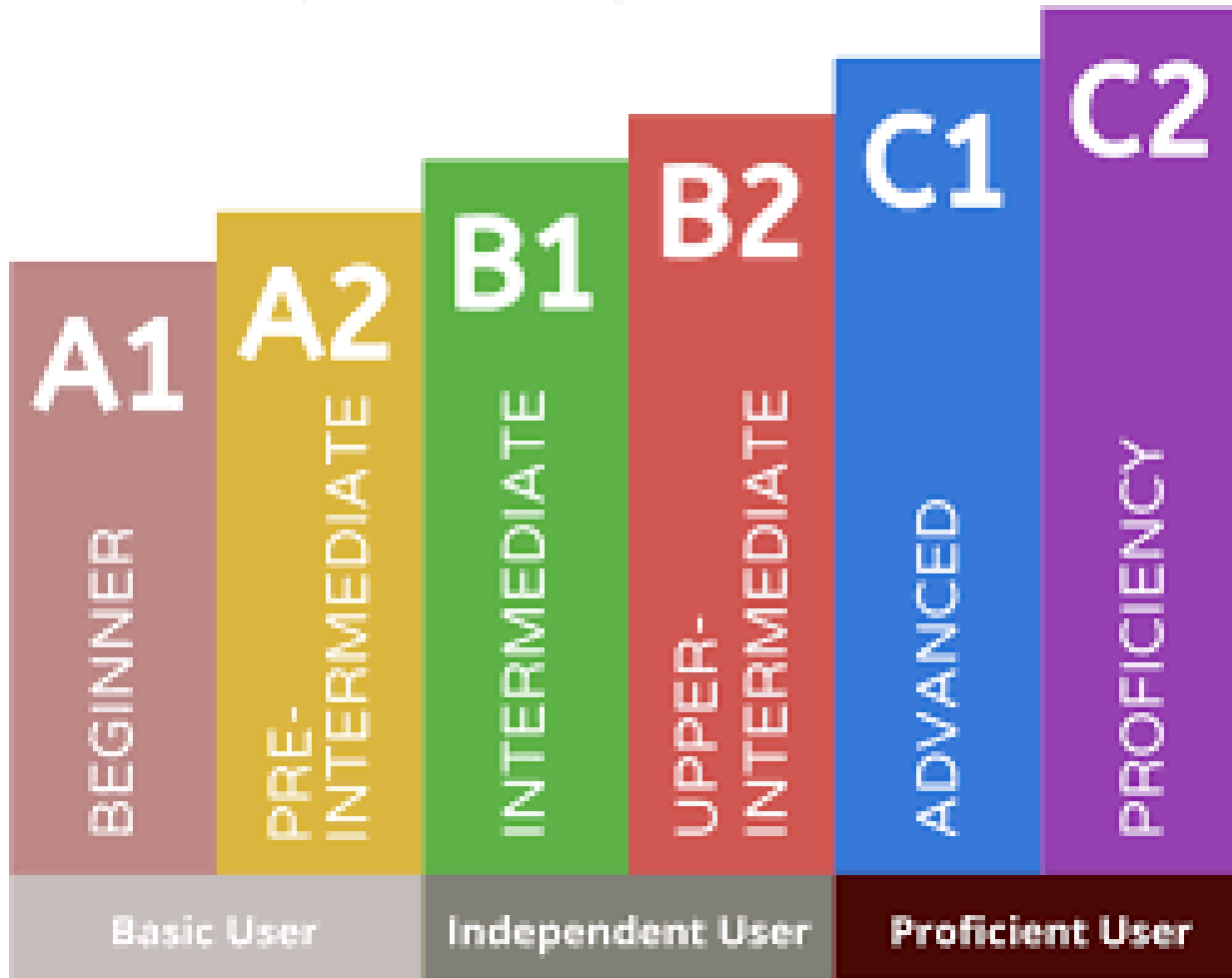
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- Skills → Languages, digital competences, abilities/skills*...

} Reverse chronological order



Job-related

CEFR: Common European Framework of Reference for Languages



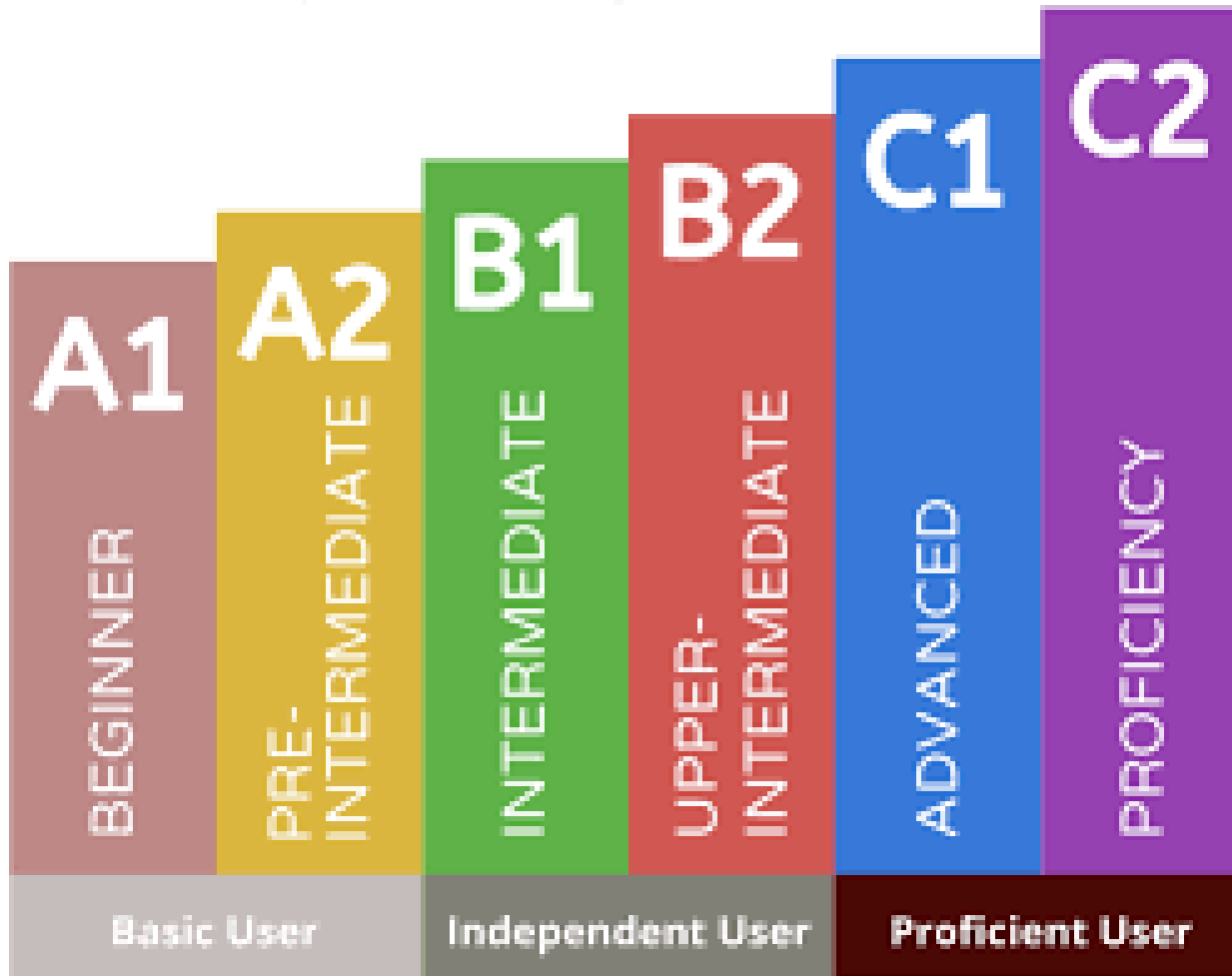
Things to avoid: **✗**

Español: muy bueno

Inglés: ● ● ● ○

Francés: hablado

CEFR: Common European Framework of Reference for Languages



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Español: muy bueno

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If you don't have a certificate do not include the language*

Curriculum Vitae

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 - Professional field
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 - Education and training
- } Reverse chronological order
- Skills → Languages, digital competences, abilities/skills*...
 - Others → Projects, publications, volunteering...



Job-related

Curriculum Vitae

❑ Things to avoid ❌

- Irrelevant information → Age, marital status, religion...
- Unprofessional email → *Name.surname@gmail.com*
- Spelling/grammar errors
- Long paragraphs → Bullet points
 -
 -
 -
- Lies or exaggerations

Curriculum Vitae

Personal Information

- Name: Emma Johnson
- Age: 28 years old
- Marital status: Single
- Email: cutiepie1996@funmail.com
- Phone: 555-0199 (available after 11pm)
- Address: 12B Rose Lane, My mum's house, Springfield

Education

(BA)Marketing & Communications — University of Birmingham, 2020–2021

(M.A.) Business Management — Springfield College, 2023 - 2024

Activity

Spot the mistakes (13) in the following
CV

Work Experience

Marketing Assistant, BrightWave Ltd — 2020 – 2022

Sales Assistant, Trendy Shop — 2022-20024

Key Skills

- Excellent written and spoken English.
- Social media management (Instagram & TikTok).
- Microsoft Office: Word, Excel, PowerPoint.
- Able to work under pressure and meet deadlines.

Curriculum Vitae

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Curriculum Vitae

□ Structure of Europass CV

- Personal information → Name, address, phone, email, LinkedIn...
❖ Brief introduction of yourself (?)
- Work experience → Job title, employer, dates, main tasks (bullet points)
- Education + training → Degree, institution, dates
- Skills → Languages (CEFR), digital, communication/organizational/technical skills
- Additional inf. → Projects, publications...

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings]

 Replace with house number, street name, city, postcode, country

 Replace with telephone number  Replace with mobile number

 State e-mail address

 State personal website(s)

 Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Replace with preferred job / job applied for / studies applied for /
position (delete non relevant headings in left column)

WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

• Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

Replace with qualification awarded

Replace with
European
Qualification
Framework (or other)
level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

• Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:
• good communication skills gained through my experience as sales manager

Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired.
Example:
• leadership (currently responsible for a team of 10 people)

Curriculum Vitae

Replace with First name(s) Surname(s)

Job-related skills

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
Example:
• good command of quality control processes (currently responsible for quality audit)

Computer skills

Replace with your computer skills. Specify in what context they were acquired. Example:
• good command of Microsoft Office™ tools

Other skills

Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
Example:
• carpentry

Driving licence

Replace with driving licence category/-ies. Example:
• B

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Example of publication:
• How to write a successful CV, New Associated Publishers, London, 2002.
Example of project:
• Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

Curriculum Vitae

□ Writing advice

- Use action verbs in work experience → *Managed, assisted, designed, created, organized, trained, implemented...*
- Be specific
 -  *Worked in a shop*
 -  *Assisted customers, handled sales transactions, stock management and store maintenance*
- Adapt content → Keywords that match the job
- Be consistent → Dates, format, bullet points...
- Proofread carefully 