



CURRICULUM VITAE

Jindřich Bláha



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**Výukový materiál zpracován v rámci projektu
EU peníze školám**

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- Registrační číslo projektu: CZ.1.07/1.5.00/34.0229
- Šablona: II/2
- Č. materiálu: VY_22_INOVACE_09
- Datum vytvoření: 10.8.2013
- Ročník: 4
- Předmět: Anglický jazyk
- Vzdělávací oblast: Jazyk a jazyková komunikace (Cizí jazyk)
- Tematická oblast: Reálie pro cestovní ruch

ANOTACE:

ŽÁCI JSOU SCHOPNI NAPSAT PROFESIONÁLNÍ STRUKTUROVANÝ ŽIVOTOPIŠ, VYVARUJÍ SE TYPICKÝCH CHYB PŘI JEHO PSANÍ A DOKÁŽÍ PRACOVAT S ALTERNATIVNÍMI FORMÁTY ŽIVOTOPIŠU



A **résumé** /'rɛzjʊmeɪ/

is shorter than CV, max. 2 pages. It is a really brief summary of your work experience and education

X

A **curriculum vitae** /kə-'ri-kyə-ləm-'vē-ˌtī, -kə-ləm-, -'wē-ˌtī, -'vī-ˌtē/

Includes more detailed information about your educational and academic backgrounds such as publications, presentations, awards, honors and affiliations.



How long should it be?

What design should I use?

What should I omit in my CV?

What should I emphasize?

Should I mention my interests and hobbies?

What personal details should be on my CV?

GENERAL ADVICE

- Rule number one: **The shorter, the better!**
- Do not use eccentric fonts or layouts! Make it simple and transparent. Instead of **COMIC SANS** rather use universal fonts like:

Calibri

Arial

Book Aniqua

Ideal size is ± 10

- Use **bullet points** so it is easy to read

eccentric = výstřední
layout = aranžmá textu

bullet points = odtržky



- CV is not a short story! Do not write it in narrative style, use short and clear functional sentences.
- Do not try to be “special.” The person who is going to read it is not a literary critic but a recruiter, who wants a simple approach to information about you.
- Double-check your spelling and grammar. You do not want to make a bad first impression.

Narrative = vyprávění
Recruiter = náborář

TASK: What do you think *double-check* means?



GO GLOBAL!

- Download a standardized sample EUROPASS CV.

What is it?

„...Europass is a new initiative which aims to help people make their skills and qualifications clearly and easily understood in Europe, thus facilitating the mobility of both learners and workers. The Europass documents have been designed in such a way as to help people chronicle their skills and competences in a coherent manner, whether they are planning to enroll in an education or training programme, looking for a job, or getting experience abroad.“
1)

TASK: Translate the definition into Czech. Feel free to use dictionaries.



EUROPASS PORTFOLIO CONSISTS OF:

- Europass Curriculum Vitae (CV)
- Europass Language Passport – a document which defines your foreign language level according to Common European Framework of Reference for Languages
- Europass Mobility – a document used to record your learning and training experience abroad
- Europass Certificate Supplement
- Europass Diploma Supplement



GO ONLINE!

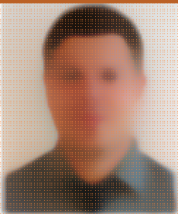
- In the “cyberspace“, you can find a lot of useful websites which provide possibilities of creation of your own professional online profiles or online CVs.
- The most popular one is **LinkedIn**. With its over 225 million members there is a high probability that potential employers will notice your CV. ²⁾
- *“LinkedIn is, far and away, the most advantageous social networking tool available to job seekers and business professionals today.” ³⁾*
FORBES



LET'S GET STARTED!



Ing. John Doe
CERN



Personal information

- Personal data** Name: John Doe, ID: 123456789, Date of birth: 01/01/1980
- Address** Street: Main St, City: Geneva, Country: Switzerland
- Education** Degree: M.Sc. in Physics, University of Geneva
- Work experience** Position: Researcher, Institution: CERN

Skills

- Technical skills** Programming: Python, C++, MATLAB
- Soft skills** Communication, Teamwork, Problem-solving

CV Summary & Objectives

- Professional Summary** Experienced physicist with a strong background in particle physics and data analysis.
- Education** M.Sc. in Physics, University of Geneva, 2005
- Work Experience** Researcher at CERN, 2008 - Present
- Skills** Proficient in Python, C++, and data analysis tools.

References

- Contact information: john.doe@cern.ch



PERSONAL INFORMATION

- You do not have to write down your marital status, religious or political beliefs into your CV, so better not do it
- Avoid using silly email addresses! Do not think that addresses like superboss@coolweb.com will get you a serious job



○ **John Doe**

john.doe@gmail.com

(+420) 605 187 132

Fictional Street 123/45, Neverland 902 10, CZ

YOU
CAN
ADD
YOUR
PHOTO
HERE!

**THAT'S
ENOUGH!!!!**



SOURCES

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http://cz.linkedin.com/static?key=what_is_linkedin&trk=hb_what
- 3) FOSS, J. Your LinkedIn Intervention: 5 Changes You Must Make. In: *Forbes* [on-line]. 7. června 2012 11:50 [vid. 2013-8-10]. Dostupné z:
<http://www.forbes.com/sites/dailymuse/2012/07/06/your-linkedin-intervention-5-changes-you-must-make/>

