

Výukový materiál

zpracovaný v rámci operačního programu

Vzdělávání pro konkurenceschopnost



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Registrační číslo: CZ.1.07/1. 5.00/34.0084

Šablona: II/2 Inovace a zkvalitnění výuky cizích jazyků na středních školách

Sada: 2 AJ

Číslo: VY_22_INOVACE_PRO_1.,2.,3.,4.,ROC_26

Technical English



Předmět:	Anglický jazyk
Ročník:	1.,2.,3.,4.,ročník
Klíčová slova:	CV, Cover Letter, job
Jméno autora:	Mgr. Jolana Čechová
Adresa školy:	Střední škola zemědělská, Osmek 47 750 11 Přerov

Technical English

CV and Cover Letter



CV (curriculum vitae)

- A list of facts about yourself (education, work experience, etc.)
- It is used when applying for a job
- Sometimes it is called resume

Cover Letter

- A letter of introduction to an employer which is attached to CV
- It is to persuade the employer of your interest in taking the offered position

Technical English

CV and Cover Letter



curriculum vitae

- Should be typed
- Should be printed on quality paper size A4
- Your photo should be attached
- Use font size 12
- Use only one font style (Calibri)
- Use bold or italics to emphasise important words
- Keep the CV on one side of a paper
- Keep your sentences short and simple

Technical English

CV and Cover Letter

Cover Letter Outline

- Your Name
- Your Address
- Your City, State, Zip Code
- Date
- Employer Name
- Company
- Address
- City, State, Zip
- Dear Mr. /Mrs. Last Name,
- ☐ Opening paragraph (to attract the attention of employer to yourself)
- ☐ Middle paragraph (to provide the reader with plenty of reasons to invite you to an interview)
- ☐ Closing paragraph (to ensure action on the part of a reader)
- Formal ending (Sincerely,..)
- ✓ Signature
- ✓ Signature (typed)



CV and Cover Letter sample

Personal Details

Name: Josef Kovář

Address: Bedřicha Smetany 20, 750 02 Přerov

Telephone: 737 541 200

Email: kovarjoe@centrum.cz

D.O.B.: March 21, 1990



Education

2004-2008 Střední škola zemědělská

(Secondary Agricultural School)

Osmek 47, 750 00 Přerov

581 262 611, ssze.@seznam.cz

Employment History

July 2008-May 2010 Trainer and Horse Rider

VESELKA RANCH s.r.o., 751 00 Grymov

581 201 201, <http://www.vranch.cz>

June 2010-April 2012 Tractor Driver and Mechanic

BIOFARM a.s., 603 15 Kokory

574 302 401, biofarmkokory@mail.cz

Other Skills

Computer

- Microsoft Office, Excel,

Languages

- English (intermediate)

Driving license

T,B,C

Certificates

Training and Riding Horses License B

Josef Kovář

Bedřicha Smetany 20, 750 02 Přerov

737 541 200, kovarjoe@centrum.cz

20th May, 2012

AZ STABLES a.s.,
758 12 Tlumačov

Dear Mr. Váňa,

I am concerned to write this cover letter in response to your advertisement for Horse trainer in one of the reputed newspaper. I have an experience of three years as a horse trainer for Veselka Ranch and I have taught riding the people with disabilities.

I am an expert to command the horse. My professional skills are suitable for this position. Please contact me at the above mentioned number.

Thank you for your time and consideration.

Sincerely,

Josef Kovář (signature)

Josef Kovář (typed name)

Technical English

CV and Cover Letter

Practice 1 (choose a job and write CV and Cover Letter)



STAFF REQUIRED

We are the most progressive national group engaged in agro business. Our concerns are engaged in import, formulation & marketing of Seeds, Micronutrients, Pesticides and other agro inputs. We are looking for the following staff.

■ Plant Breeders

The candidate must be Ph.D/M.Sc. Agriculture (Plant Breeding and Genetics), with distinction and 2-5 years experience will be preferred. To be placed at our Research Farms.

■ Farm Manager

The candidate must be well aware of the activities of Research Farms. Minimum Bachelors degree in Agriculture, good administrative/ relevant experience of 5-10 years will be preferred. To be placed at our Research/Production Farms in Central & Southern Punjab.

■ Farm Supervisors/Technicians

Experienced candidates in research work of Cotton & Maize, having Diploma of Field Assistant will be preferred; Matric/F.A qualified can also apply.

Please send your CVs with one recent passport size photograph at the following address, latest by 21-11-2010 (only short listed candidates will be responded).

Manager Human Resources | Auriga Group of Companies

33 - K.M. Multan Road, Lahore. Ph: 042-35380256-7, 35380356 & 0300/0301-8463810

Použité zdroje



- Veškeré použité obrázky (kliparty) pocházejí ze sady Microsoft Office 2010.
- Všechny fotografie pochází z archivu autora nebo Wikipedie
- Deutsch P., Hendrychová P., *Technická angličtina pro SPŠ se zaměřením na elektrotechniku a strojírenství*, CZ.1.07/1.1.04/01.0086
- <http://www.resumecoverlettersamples.net/professional-driver-cover-letter/2.1.2014>

*Autorem materiálu a všech jeho částí, není-li uvedeno jinak, je Mgr. Jolana Čechová
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