

2ND TERM SPEAKING

CREATE AN AUDIO VERSION OF YOUR RESUME/CURRICULUM.

Deadline: 17-21 February

Where: In class. USB

1	INTRODUCE YOURSELF (PERSONAL INFORMATION)
2	<p>TYPE OF APPLICATION: *PERSONAL STATEMENT (TARGET)</p> <p>This heading gives an immediate overview of the purpose of your application. It is a short paragraph to give a synopsis of your career, list your top skills and achievements and show what you can do for your future employer. Give them a reason to read/listen/watch on...</p> <p>*Ingredients: who you are (a,b,c), what you can offer the company (d), and your career goals (e).</p> <ol style="list-style-type: none">Who you are2-3 skills2-3 achievements"The name of your target company"What you hope to do for your new employer <p>*Examples here.</p>
3/4	<p>WORK EXPERIENCE</p> <p>Focus on the work experience that gives added weight to your application.</p> <p>If your work experience is limited:</p> <ul style="list-style-type: none">- Describe your education and training first.- Mention volunteering or (paid/unpaid) work placements which provide evidence of work experience.
3/4	<p>EDUCATION AND TRAINING (Start from the most recent)</p> <p>Bachillerato: <i>General Certificate of Education (GCE)</i>. Bachillerato in Science...</p> <p>ESO: <i>General Certificate of Secondary Education (GCSE)</i>. ESO.</p>

5 PERSONAL SKILLS

- ✓ Languages
- ✓ Communication skills. Specify in what context they were acquired. Example: excellent contact skills with children gained through my experience as ice hockey volunteer coach.
- ✓ Organisational / managerial skills. Specify in what context they were acquired. Example: good team-leading skills gained as ice hockey volunteer coach
- ✓ Job-related skills not mentioned elsewhere. Specify in what context they were acquired. Examples: good command of quality control processes (currently responsible for quality audit).
- ✓ Digital Skills.
- ✓ Driving licence.
- ✓ Other skills. Enter other skills that bring added value to your application. Specify in what context they were acquired. Just mentioning personal interests such as reading, walking, cinema, etc. does not bring any added value. On the contrary, giving examples of activities undertaken would suggest an outgoing, proactive individual who likes to help others.
Examples:
 - First aid: certified in providing first aid, as part of my scuba diving training
 - Reading: passionate reader, I help younger pupils with reading difficulties twice a week
 - Mountaineering: experienced climber, active member of the local Hiking and Climbing club.

[Useful Language Link](#)

[Useful Language Link 2](#)