

INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Číslo projektu	CZ.1.07/1.5.00/34.0499
Název školy	Soukromá střední odborná škola Frýdek-Místek, s.r.o.
Název Materiálu	VY_22_INOVACE_459 AJ_19
Autor	Mgr. Taťána BLAHUTOVÁ
Tematický okruh	Anglický jazyk
Ročník	3,4 Forma denní
Datum tvorby	říjen '13
Anotace	Text slouží k výuce, samostudiu a E-learningu. Celek tvoří základy konverzace, gramatiky a obsahuje také cvičení
Zdroje	MRÁKOTA, Jiří. <i>Maturitní otázky z angličtiny</i> . Severografia a.s., Most: Jirí Mrákota - Vydavatelství jazykové literatury, C.Boudy 514/3,67401 Třebíč, 2004, ISBN 80-902572-9-1. http://www.frefoto.com/index.jsp www.helpforenglish.cz Littlajohn, Andrew.EUROLINGUA ENGLISH 4-Nakladatelství FRAUS, Plzeň, 2000.

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Conversation – příprava k SMZ



Applying for a Job, Biography, CV

Which are the benefits of your future job - salary, paid holiday, work experience, leadership qualities, personal contacts and connection? Tell the class about them.

Imagine you are applying for a job and try to write your CV, including education, work skills and qualification. Write it like E-MAIL me on my PC.

Your English friend needs help with writing CV. What does good CV contain?

Does he need a working permission for a job in CR? Do you need working permission for work in EU or in the U.S.A.?



HOMEWORK : Write a curriculum vitae and a covering letter for English or Amer. firm.

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FORMAL STYLE – you are looking for a new job. Example both things is on page 77 TB.

A curriculum vitae

Name

Address

Telephone

Date of birth

Nationality

Education

Work experience

Languages

Further skills

References

EXAMPLE of CV from www.helpforenglish.cz

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Curriculum Vitae

PERSONAL INFORMATION

Name: Michael Skoda
Address: Dlouha 5432, Prague
Telephone number: +420 222 100 100
Mobile telephone number: +420 732 100 100
Email address: skodamichael@seznam.cz
Nationality: Czech
Date of birth: 15 August, 1975
Marital status: single

WORK EXPERIENCE

May 2005 - December 2008

Business Analyst - ABC Logistics, Prague

- *Developed and led implementation of store improvement programs.*
- *Coordinated all new inventory procedures.*
- *Developed strategies for execution and measurement of key initiatives designed to improve sales, inventory, and safety issues.*

January 2001 - April 2005

Business Development Manager - Freight D, Prague

- *Prepared a detailed business plan.*
- *Attended workshops, trade shows, and seminars to keep up-to-date on changes in the industry.*

EDUCATION

1996 - 1998

***Master's Degree in Business Management
Prague Business College***

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Principle studies included: Accounting, Business communications, Finance, Marketing. Secondary studies included: advertising, economics, and management. Summer internship in business development and marketing strategies at University of Edinburgh in Scotland.

1993 - 1996

Bachelor's Degree in Business Management Prague Business College

Principle studies included: Accounting, Business, and Economics. Secondary studies included: new marketing strategies such as website development, e-mail marketing, mobile phone text marketing, and social networking.

PERSONAL SKILLS

- *Good interpersonal skills, communication skills and positive attitude.*
- *Excellent organisational skills.*
- *Capable of providing support.*
- *Fast learner, organized and punctual.*
- *Excellent telephone, verbal, and writing skills.*

LANGUAGE SKILLS

- *Advanced user of Russian and English*

OTHERS

ZDROJ: www.helpforenglish.cz