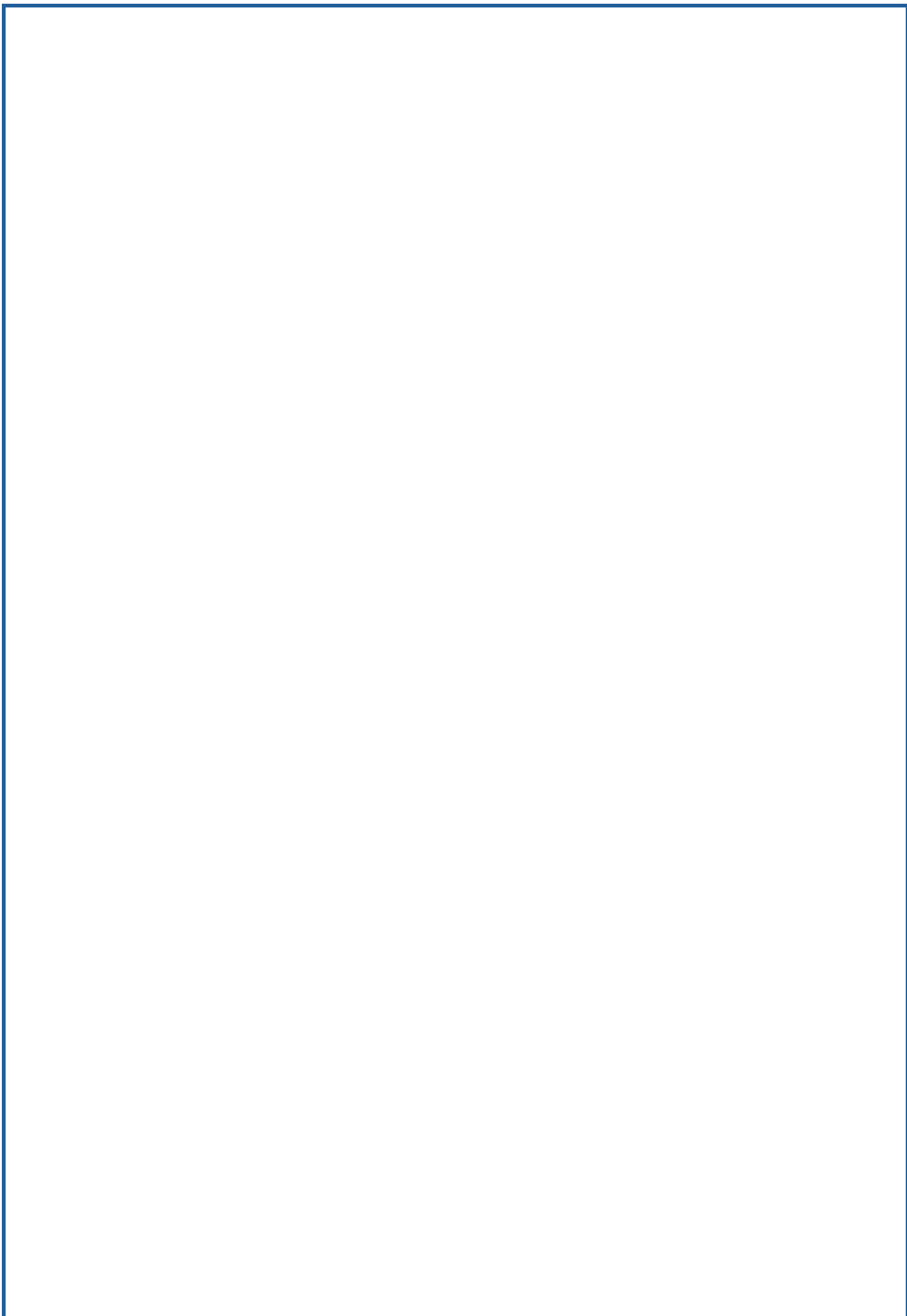

TOPIC I

THE CV AND THE COVER LETTER

- 1. Characteristics of a good CV**
- 2. Qualities of good employers and employees**
- 3. The cover letter**
- 4. Create your own CV and cover letter**



1. CHARACTERISTICS OF A GOOD CV



Study the following CV carefully to see how the information about Romy Schmit is presented.

- It is concise: the information is presented on one page. It can thus be scanned and filtered by an Applicant Tracking System (ATS).
- There are no distractive elements (images, logos or backgrounds).
- The photo will be attached with a paper clip.
- The texts are properly aligned.
- The font is simple and clear.
- The professional experience and the professional development as well as the educational summary have been presented in reverse chronological order.
- The CV has been proofread (spellchecked) carefully.
- Potential employers will receive the document as a PDF file.
- The CV focusses on a job in education.
- The job includes only essential personal details (no date/place of birth, ethnicity, gender, sexual orientation, marital status, etc.).
- There is no or little information on early schooling or hobbies.

Complete the CV with the headings from the box.

Communication skills	Interests	Professional Development
Digital competence	Languages	Professional Experience
Educational Summary	Personal Details	Other skills

CURRICULUM VITAE

Romaine (Romy) Schmit
10a Baachhiel
L-5682 DALHEIM
Telephone (mobile) (+352) 621 31 81 48
E-mail romaine.schmit@education.lu
Date of birth 15 January 1966
Nationality Luxembourger



2.

September 2017 – present EFL-teacher working at the 'Ecole de la Deuxième Chance' [now 'Ecole nationale pour Adultes'], Luxembourg
2007 - 2015 EFL-teacher working part-time at the Ministry of Education, developing policies on language teaching and media studies
2005 - 2017 EFL-teacher at the Lycée Technique 'Ecole de Commerce et de Gestion', Luxembourg
1993 - 2005 EFL-teacher at the Centre de Langues [now 'Institut National des Langues'], Luxembourg

3.

1999 - present Regular training (standardisation) sessions by Cambridge ESOL for oral examiners (I am currently accredited for KET, PET, FCE and CAE)
July 2010 Language testing at Lancaster (weeks 1 and 2)
July 2007 Department of Linguistics and English Language, Lancaster University
July 2004 Multimedia and New Technology in Language Education
Norwich Institute for Language Education, Great Britain

4.

1999 Degree of Master of Education,
1996 - 1999 University of Nottingham, Great Britain
1989 Degree of Bachelor of Arts in English with the award of Honours Class II(ii)
1986 - 1989 University of Leicester, Great Britain
1986 Certificat d'Études Littéraires et de Sciences Humaines
1985 – 1986 Cours Universitaires de Luxembourg, Département des Lettres et des Sciences Humaines, Section des Lettres anglaises
1985 Diplôme de Fin d'Études Secondaires
1978 - 1985 Lycée Robert-Schuman, Luxembourg

5.

Mother tongue Luxembourgish
Other languages German C2, English C2, French C2, Italian B1, Dutch A2

6.

I lived in various countries and have a good command of several languages. Consequently, I find it easy to communicate with all kinds of people.

7.

Good command of Microsoft Office Word and PowerPoint
Working knowledge of various kinds of software and tools

8.

Travelling, cooking, doing handicrafts

9.

Driving licence: A and B

2. QUALITIES OF EMPLOYERS AND EMPLOYEES

Make sure you know what the following adjectives mean. Look up any adjective you do not know.

accountable / responsible	creative and innovative	enthusiastic	proactive
accurate	curious	goal-oriented	productive
adaptable / flexible	customer-focused	honest	professional
ambitious	decisive	independent	punctual
approachable	detail-oriented / meticulous	intuitive	reliable / dependable
charismatic	determined	loyal	resilient
committed	diligent	motivated	result-oriented
communicative	eager to learn	organised	team-oriented
competent	easy-going	patient	tech-savvy
confident	efficient	perceptive	trustworthy
dependable	open-minded	positive	versatile

Work in teams of 3 or 4.

Which qualities are the most important for employers and which for employees?

Are there qualities which both should have?

The teacher will give you cards with the above adjectives.

Decide which 10 adjectives are relevant to refer to employers and which 10 adjectives are relevant to refer to employees. Place them on the Venn diagram on the respective space by order of relevance (from most important at the top to least important at the bottom)? If there are qualities that are important for both, place them in the middle of the diagram (intersection).

Compare your diagram with the diagrams of other teams.

3. COVER LETTER

Fill the gaps (1-11) with the passages (a-k) to complete the letter of application.

1.

2.

3.

4.

5.

6.

7.

8.

9.

[signature]

10.

a. Romaine (Romy) SCHMIT

Romaine (Romy) SCHMIT

b. 10 a Baachhiel

L-5682 DALHEIM

c. Dear Sir or Madam

d. I am attaching my curriculum vitae for your information, and I would like to thank you for taking time to consider this application. I would be pleased to discuss my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to contact me if you require further information. I look forward to hearing from you.

e. I am writing to enquire if you have any vacancies for internships in your company. Currently, I am attending a [class] at ENAD (École nationale pour Adultes), 17, rue Marguerite de Brabant, L-1254 Luxembourg. As part of my course, I am required to do an internship in which I can learn about the responsibilities of the work profile I would like to have in future. The internship is for [mention the duration and time/date].

f. I am a conscientious person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I am keen to work for a company with a great reputation and high profile like [name of the company you are applying to].

g. Application for internship

h. Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse
L-2926 LUXEMBOURG

j. Yours faithfully

k. 26th July 2024

Write your answers here

1	2	3	4	5	6	7	8	9	10

4. CREATE YOUR OWN CV AND COVER LETTER

There is no need for you to start from scratch when you need a CV and / or a cover letter in English. There are a lot of excellent examples of such documents on the internet. However, whatever you select from these examples must fit the post you are applying for perfectly.

Write your own CV and write a cover letter in English. You can use the websites below for inspiration. You can also create a digital version of your CV on

<https://europa.eu/europass/en>

CV or resumé

[Chef Resume Examples & Templates \(2024\) – Resume .io](#)

[Chef Resume Examples – Templates, Skills & Writing Tips \(resume-now.com\)](#)

Cover letter

[How to write a chef cover letter \(with template and example\) | Indeed.com UK](#)

[Chef Cover Letter Samples \[Writing Tips & Guide\] \(jobhero.com\)](#)

[Chef Cover Letter Sample \[Free Download\] \(resumegenius.com\)](#)



Make sure your CV stands out
for the right reasons....