**JOB INTERVIEW**

* THE HUMAN RESOURCE RESPONSIBLE/RECRUITMENT AGENCY/RECRUITER

WORK EXPERIENCE

1.WHAT ABOUT YOUR PREVIOUS WORK EXPERIENCE?

2. IS THIS YOUR FIRST JOB?

3. HAVE YOU EVER WORKED BEFORE?

EDUCATION

1.WHAT IS YOUR EDUCATION LEVEL?

2.HAVE YOU GOT A DEGREE/DIPLOMA?

3.WHAT SCHOOL/UNIVERSITY DID YOU ATTEND?

4.WHAT DID YOU GRADUATE IN?

5.HAVE YOU ATTENDED ANY COURSES?

6.WHAT ARE YOUR CERTIFICATIONS?

LANGUAGES

1.DO YOU SPEAK ANY FOREIGN LANGUAGE?

2.HOW MANY LANGUAGES DO YOU SPEAK?

3.HAVE YOU GOT ANY COMPETENCE IN **ESP/ENGLISH FOR SPECIFIC PURPOSES**?

**EUROPEAN FRAMEWORK LEVEL: BEGINNER A1, ELEMENTARY A2, INTERMEDIATE B1-B2, ADVANCED C1, PROFICIENCY C2.**

* APPLICANT(COVER LETTER+CV+RESUMÉ)

APPLICATIONFORM/COVER LETTER :

Dear Sirs and Madams,

I am writing to apply for the position of …..

I am enclosing a completed job application and my resume.

The opportunity of working by you could be very interesting and challenging for me, and I believe that my experience and my education will make me a very competitive candidate for this job. The key strength that I possess for success in this position is my strong motivation.

Please see my resume for additional information on my experience.

I can be reached anytime via email at: ….@....

Thank you for your time and consideration. I’m looking forward to speaking with you about this employment opportunity.

Best regards,

……

* **CURRICULUM VITAE**

**PERSONAL INFORMATION**

SURNAME/FIRST NAME

ADDRESS

E-MAIL ADDRESS

DATE OF BIRTH

NATIONALITY

GENDER

TEL.NUMBER/MOBILE

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Desired employment Occupational field |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Work experience |  | | | | | | | | | | |
| Occupation or position held |  | | | | | | | | | | |
| Main activities and responsibilities |  | | | | | | | | | | |
| Name and address of employer |  | | | | | | | | | | |
| Type of business or sector |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Education and training |  | | | | | | | | | | |
| Title of qualification awarded |  | | | | | | | | | | |
| Principal subjects/occupational skills covered |  | | | | | | | | | | |
| Personal skills and competences |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Mother tongue(s)** | Specify mother tongue (if relevant add other mother tongue(s), see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Other language(s)** |  | | | | | | | | | | |
| **Self-assessment** |  | Understanding | | | | Speaking | | | | Writing | |
| European level (\*) |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |
| Language |  |  |  |  |  |  |  |  |  |  |  |
| Language |  |  |  |  |  |  |  |  |  |  |  |
|  | (\*) Common European Framework of Reference for Languages | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Computer skills and competences** | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Artistic skills and competences** | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Other skills and competences** | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Driving licence** | State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Additional information | Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions) | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Annexes | List any items attached. (Remove heading if not relevant, see instructions) | | | | | | | | | | |

* **RESUMÉ**

OBJECT

COMUNICATION

PROBLEM SOLVING AND DECISION MAKING

SYSTEMS KNOWLEDGE

OTHER INFO

EXPECTATIONS

*EXAMPLE 1*

**OBJECT:** OBTAIN A POSITION AT X COMPANY, WHERE I CAN PUT INTO PRACTICE MY COMPETENCES IN MATHEMATICS TO DEVELOP PROGRAM AND BUSINESS PLANS

**COMUNICATION:**STRONG COMUNICATION SKILLS, VERBAL, NON VERBAL AND WRITTEN, GOOD INTERACTION WITH FOREIGN CONTACT

**PROBLEM SOLVING:** AVAILABILITY TO WORK ON SHIFTS AND MOVE

**SYSTEMS KNOWLEDGE:** OPERATIVE SYSTEMS, APPLICATION PACKAGES, E-MAIL