

6. Job Application, CV, Cover Letter

Curriculum Vitae – CV

A CV is a document where you write information about yourself.

It usually includes:

- **Personal details** – name, contact information
- **Education** – schools you attended, qualifications
- **Work experience** – previous jobs, internships
- **Skills** – languages, computer skills, soft skills
- **Interests** – hobbies, activities

A CV should be short (one or two pages), clear, and without mistakes.

It is important to **update your CV** regularly and adjust it for each job.

Job Application / Cover Letter

The cover letter goes with the CV.

In the letter, you explain **why you want the job** and **why you are a good candidate**.

It should be polite, formal, and personalized for the specific company.

Structure of a good cover letter:

- Introduction – where did you find the job offer
- Body – your skills, experience, motivation
- Conclusion – thank you and hope for an interview

Job Interview

If the company is interested, they will invite you for a job interview.

Before the interview:

- Learn information about the company
- Prepare answers to typical questions (e.g. strengths, weaknesses, why you want the job)
- Choose appropriate clothes

During the interview:

- Be on time
- Be polite and confident
- Answer questions clearly and honestly
- Ask your own questions too (about the job or team)

After the interview:

It's good to send a thank-you email and wait for their response.

Conclusion

Applying for a job is not only about sending a CV – it's about presenting yourself in the best way.

With a good CV, a clear cover letter, and good preparation, you can make a great impression.

I think it's useful to practice interviews and get feedback.

In the future, I will use these skills to find a job in my field.

Useful Vocabulary

CZ	EN
žádost o práci	job application
životopis	curriculum vitae (CV), résumé
motivační dopis	cover letter
pracovní pohovor	job interview
pracovní zkušenosti	work experience
dovednosti	skills
vzdělání	education
osobní údaje	personal details
silné stránky	strengths
slabé stránky	weaknesses
vhodné oblečení	appropriate clothes
být dochvilný	to be on time
sebevědomý	confident
položít otázku	to ask a question
připravit se na	to prepare for
přizpůsobit (životopis)	to adjust
udělat dojem	to make an impression