1. 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

|  |  |
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| **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 |
| položit otázku | to ask a question |
| připravit se na | to prepare for |
| přizpůsobit (životopis) | to adjust |
| udělat dojem | to make an impression |