

Personal strengths list

- Select your top five strengths from the list of personal strengths below.
- Then do the same for each of your team members.

- | | |
|---|---|
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Inclusive |
| <input type="checkbox"/> Appreciation for beauty and excellence | <input type="checkbox"/> Kind |
| <input type="checkbox"/> Authentic | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Brave | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Logical |
| <input type="checkbox"/> Curious | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Dedicated | <input type="checkbox"/> Negotiation skills |
| <input type="checkbox"/> Empathetic | <input type="checkbox"/> Open minded |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Peacekeeper |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Persistence |
| <input type="checkbox"/> Forgiving | <input type="checkbox"/> Perspective |
| <input type="checkbox"/> Grateful | <input type="checkbox"/> Prudence |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Hopeful | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Humble | <input type="checkbox"/> Spirituality |
| <input type="checkbox"/> Humorous | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Time management |
| | <input type="checkbox"/> Trustworthy |
| | <input type="checkbox"/> Visionary |

Plot your Johari Window

On the next page is a diagram. Draw it on a blank sheet of paper and plot your strengths. Remember:

- Strengths that are on both lists go into the OPEN AREA
- Strengths that appear only on an individual's personal list go into the HIDDEN AREA
- Strengths that are on others' lists but not the personal go into the BLIND AREA

CV and cover letter writing

At the end of this lesson, participants will be able to,

- ❖ comprehend the purpose of a CV
- ❖ identify the updated structure of a CV including the basic elements
- ❖ compile effective CVs for professional purposes
- ❖ compose a cover letter and identify the structure of a cover letter
- ❖ comprehend the purpose of a cover letter



Exercise 1

List down your career ambitions.

Discuss with your partner the reason for your choices.

I like to be	I don't like to be
* profession like project manager who lead a team and communicate with customers.	* nerd who code in a room 24 hours.

What is a CV?

- A CV is a detailed document which highlights one's academic and professional profile. The term CV is the shorter term for the Latin Phrase "Curriculum Vitae" (*course of life*).
- A resume is also a shorter-form document that provides a concise overview of one's profile. The terms resume derives from the French word *résumé* (*summary*).
- In USA and most of the European countries resumes and CVs are not interchangeable. However, in India, South Africa and Australia these two terms are interchangeable.
- In short, a CV is a formal document of 1-2 pages which contains a detailed synopsis of a person's education, qualifications, experience and accomplishments typically sent with a job application.

Exercise 2

Watch the video clip and answer the following questions.

<https://youtu.be/pueqshvut5I>

What should not be included in a CV?

Passive language

unexplained gap

marriage status

irrelevant jobs

What should be included in a CV?

Targeted profile and skill section

personality

achievements

Components of a CV: Activity 1
Match column A with column B.

A	B
1. Information about you (e.g.: name, address, date of birth, email address, phone number)	a) Educational qualifications
2. Jobs you did before	b) Skills
3. Things you enjoy and like to do	c) Professional qualifications
4. People who are willing to testify about your character and why you are good for a job	d) Personal details
5. Things you can do or your abilities	e) Interests
6. Activities you have done, not falling within the scope of regular curriculum	f) Extra-curricular activities
7. The names of the examinations you have passed	g) Work experience
8. Vocational qualifications which show that you have knowledge in a particular field	h) Referees

Cover letters

What is a cover letter?

- A cover letter is an accompanying letter that serves as the introduction to your resume. No resume should be sent without one. The cover letter is individualized for each position for which you are applying. It is an extension of your resume and reflects your knowledge of the employer's needs. (source: http://www.uweccareerservices.org/resume_guide/documents/Cover%20Letters.pdf)

Activity 2

1.1 Fill in the blanks of the following letter using the appropriate words from the box.

advertised	candidate	contribute	apply	enclosed	opportunity
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No: 56,
Temple Road,
Kadugannawa.
04th June 2019

HR Manager,
Bank of Ceylon,
Peradeniya Road,
Kandy.

Dear Sir/ Madam,

Application for the post of Management Trainee

I wish to apply for the management trainee position at your reputed bank, currently being advertised on The Sunday Times dated 30th May 2019.

I have recently completed my 4 year Bachelor's degree in Commerce and Management at the University of Kelaniya and attained a 2nd Class Honors Upper division. I believe the knowledge I have acquired through my course work and the skills I gained make me an ideal candidate for this position.

Aside from my degree, I have held an internship position at HNB bank, Kegalle branch that have provided me with valuable hands-on experience to build a foundation to my career in finance sector. This opportunity gave me the chance to gain excellent numerical & analytical skills that are required to work in this industry. I am confident that my passion and enthusiasm for the Finance field will contribute to your organization.

I was also able to sharpen my communication skills which are important when building professional networks both with colleagues and clients. I therefore, welcome the opportunity to work with you in order to build my skills as well as to ensure continuity of your exceptional service to your clients.

I look forward to hearing from you. Please find enclosed my CV for your consideration.

Thank you,

Yours Sincerely,
Jagath Fernando

1.2 Read the above letter and answer the questions given below.

i. What type of a letter is this?

cover letter

ii. How will the company benefit from the skills of the candidate?

iii. What is the function of each paragraph?

Paragraph 1: about the how the advertisement found

Paragraph 2: educational qualifications

Paragraph 3: professional qualifications

Paragraph 4: professional soft skills

Paragraph 5: closing

D.N.C. Madawala,
No:28/1,
Sigiriwalawwatta,
Galahitiyawa
Madampe.
06th September 2023

HR Manager,
Avenir IT (Pvt) Ltd,
Kandy.

Dear Sir/Madam,

Application for the post of Trainee-Front End Developer

I wish to apply for the Trainee-Front End Developer position at your reputed company, currently being advertised on www.JOBBER.lk.

I am an undergraduate currently undergoing a diploma in IT at SLIIT Academy, Sri Lanka (collaborated with Bedfordshire University in the UK) pursuing a BSc (Hons) in Computer Science and Software Engineering degree. I believe the knowledge I have acquired and acquired through my coursework and the skills I gained make me an ideal candidate for this position.

Aside from my diploma, I have done some individual and group projects and certificate courses to enhance my knowledge and experience. I think they gave me the chance to gain the required basic knowledge to enter the industry. I am confident that my passion and enthusiasm for the IT field will contribute to your company.

I was also able to sharpen my communication skills which are important when building professional networks both with colleagues and clients. I, therefore, welcome the opportunity to work with you in order to build my skills as well as to ensure the continuity of your exceptional service to your client.

I look forward to hearing from you. Please find enclosed my CV for your consideration.

Thank you,
Yours Sincerely,
Nadun Madawala