

# English for Beginners

*Learn to Speak and Write Confidently*

## Lesson 8

Job Seeking and  
the Perfect CV



# Today's Lesson

- You will learn to make successful **Job Applications**
- You will master creating **The Perfect CV**
- You will identify and review the **Common Mistakes**
- You will look to your **Next Steps in Education**

- Summary
- Q & A



## Agenda

# Job Applications

# Job Applications

What different  
types of job  
applications are  
there?

Physical  
and  
Online.



# Job Applications

What different  
types of job  
applications are  
there?

But most  
companies  
offer an online  
application.



JOB APPLICATION		
1. PERSONAL DATA		
NAME	<input type="text"/>	
SURNAME	<input type="text"/>	
ADDRESS	<input type="text"/>	
EMAIL	<input type="text"/>	
CURRICULUM VITAE	<input type="text"/>	
2. PREVIOUS EXPERIENCE		
JOB 1	<input type="text"/>	<input type="text"/>
JOB 2	<input type="text"/>	<input type="text"/>
JOB 3	<input type="text"/>	<input type="text"/>

## Top Tips

- Read carefully
- Fill in all fields
- Position
- Expected salary
- Personal info
- Education and training
- Work experience
- Special job-related skills
- Reason for leaving
- References
- Last details

Covered in detail  
in the CV section

Use 'N/A' if not applicable

Don't say 'anything'  
Use specific job

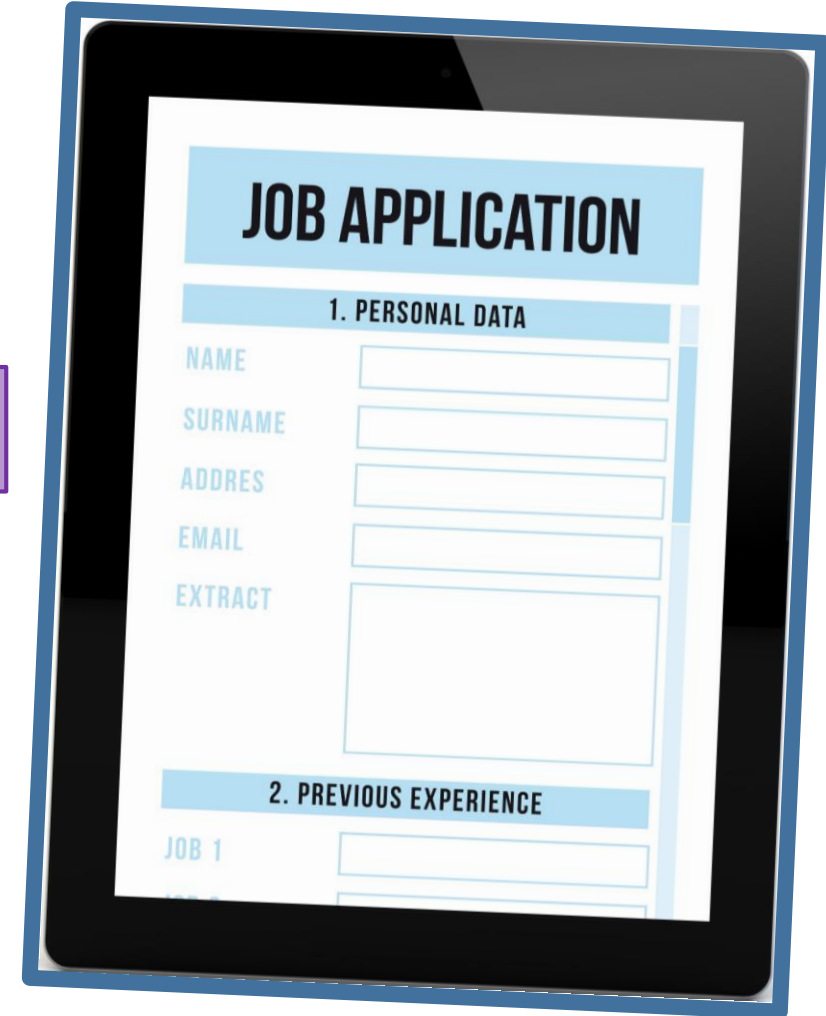
Give a salary range (25-27k)  
or 'negotiable'

Accurate email and phone no.

Don't be negative

Don't use relatives

CHECK OVER EVERYTHING!



JOB APPLICATION	
1. PERSONAL DATA	
NAME	<input type="text"/>
SURNAME	<input type="text"/>
ADDRESS	<input type="text"/>
EMAIL	<input type="text"/>
CURRICULUM VITAE EXTRACT	<input type="text"/>
2. PREVIOUS EXPERIENCE	
JOB 1	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Which of the following is unprofessional for a job application?

- ✓ Using 'negotiable' for the expected salary
- ✓ Listing your skills
- ✓ Using your Shaw Academy diploma for education and training
- ✗ Talking negatively about a former job



# The Perfect CV



# The Perfect CV



CV = Curriculum Vitae  
Latin for 'course of life'

also known as a *Résumé*

## Top Tips

- Keep it concise
- Tailor it to the job
- Include a personal statement
- Don't leave gaps
- Keep it updated
- The error of your ways
- Tell the truth
- Numbers, numbers, numbers
- Make it look good
- Make it keyword friendly

# The Perfect CV

## Date of Birth & Nationality

- *If it gives you an advantage*

## Photograph

- *Generally no*
- *Required in certain countries*

## Professional Summary

- *A short statement describing your work style or management approach*
- *Use buzzwords!*

photo?

## Mark Kennelly

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- **Address:** 13 James' Avenue, Clonliffe Road, Dublin 9
- **Phone:** (+353) 86 2275964
- **Email:** markkennelly@shawacademy.com
- **DOB:** ???
- **Nationality:** ???

### Professional Summary

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*Enthusiastic and personable educator with a passion for teaching, who excels in a results-driven environment. Vast experience teaching classes of all sizes, from on-to-one tutorials to massive multinational webinars.*

## Work History or Relevant Work Experience

*Only include RELEVANT work experience*

*Bullet point your:*

- *Achievements*
- *Duties*
- *Responsibilities*

*Use action words*

- *Managed*
- *Increased*
- *Created*

### Work History

*March 2015 to Present*

**Head of English Faculty** – *Shaw Academy, Dublin, Ireland*

- Designed and taught both foundation and advanced level online English courses
- Conducted live webinars to over 8,000 students each month
- Held one-to-one phone consultations with students
- Participated in student interactions across all social media platforms

*September 2013 to February 2015*

**English Language Teacher** – *International House, Dammam, Saudi Arabia*

- Taught small to mid-sized classes of non-native speaking industry professionals
- Covered general, technical, and business English from elementary to advanced levels
- Constructed assessments and examinations monthly
- Prepared advanced students for IELTS exams with a 100% pass rate

*September 2012 to June 2013*

**English Language Tutor** – *École de Langue, Paris, France*

- Tutored small groups of English learners from ages 11-17
- Created fun and interactive activity-based classes
- Chaperoned students on various class excursions

## Education

- *Start with the most recent*
- *Don't go in to too much detail*

## Skills

- *It's time to show off!*
- *What are your strengths?*

### Education

**CELTA Qualification, 2014**

Language Centre Ireland – *Dublin, Ireland*

**M.A.: English, 2013**

University College Cork – *Cork, Ireland*

**Bachelor of Arts: Language Studies, 2011**

Trinity College Dublin – *Dublin, Ireland*

### Key Skills

**Interpersonal Skills**

*Confident public speaker*

*Adapted to speak to language learners*

**Computer Skills**

*Competent in all MS Office Programs*

*Proficient in the use of Photoshop*

*Experienced Salesforce user*

**Language Skills**

*Intermediate level French*

*Conversational Arabic*

**Personal Skills**

*Strong attention to detail*

*Work well under pressure*

# The Perfect CV

## Qualifications

*Anything further you have not included in education:*

- *Certificates*
- *Training courses*

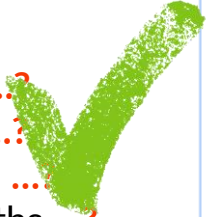
## Achievements

*Anything you are proud of which shows **good qualities***

## References

- *Perfectly fine to have 'available on request'*
- *No family members!*

### Further Qualifications and Achievements

- TEFL Qualification
  - Full ECDL
  - Full driving licence
  - Diploma in English ...?
  - Advanced Diploma in Nutrition ...?
  - 2015 Dublin Marathon finisher ...?
  - Captain of Barnhall RFC 1<sup>st</sup> team ...?
  - Volunteered in Kenya for 3 months ...?
- 

### References

*Available on request*

# Which do you think is the most important for your CV?

- Good references
- All of your education details
- ✓ **Tailor it for each specific job**
- Plenty of achievements to show off
- A bachelor's or master's degree



# The Perfect CV

## CV Mistakes to Avoid

- *Mr. Jones? Oh, sorry, Mr. James*
- Check your grammar and spelling
- Right application, wrong company
- Attach your attachments
- Think about your format
- You are the title! ...not CV
- Don't send it from '*beerlover@gmail.com*'
- Check your grammar and spelling again
- Remember spellcheckers aren't perfect
- Finally, check it again



# The Perfect CV



Yes of course.  
I'd love to  
come in for an  
interview.



***But we will  
cover interviews  
in the Ultimate  
Course.***





# Which of the following should not be on your CV?



The title '*Résumé*'

- Your qualifications



Unexplained gaps

- That you are part of a football team
- Important skills



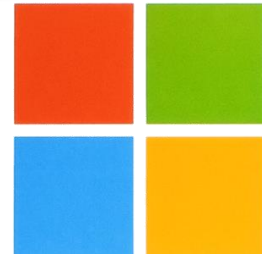
# Your Next Steps

# Your Next Steps




Satya Nadella

CEO



Microsoft

# Your Next Steps




**Satya Nadella**  
CEO at Microsoft  
Greater Seattle Area | Computer Software  
Education The University of Chicago Booth School of Business  
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**Microsoft + LinkedIn: Beginning our Journey...**  
December 8, 2016



**A Cloud for Global Good**  
October 3, 2016

**Background**


 **Summary**

Current CEO at Microsoft, where our mission is to empower every person and every organization on the planet to achieve more.


Joined Microsoft in 1992, and have held a variety of roles, most recently executive vice president of Microsoft's Cloud and Enterprise group, prior to becoming CEO.

Member of Fred Hutch board of trustees.


**People Also Viewed**




**Bill Gates**  
Co-chair, Bill & Melinda Gates Foundation




**Ruchi Sanghvi**  
VP Operations at Dropbox



**Jeff Weiner**  
CEO at LinkedIn

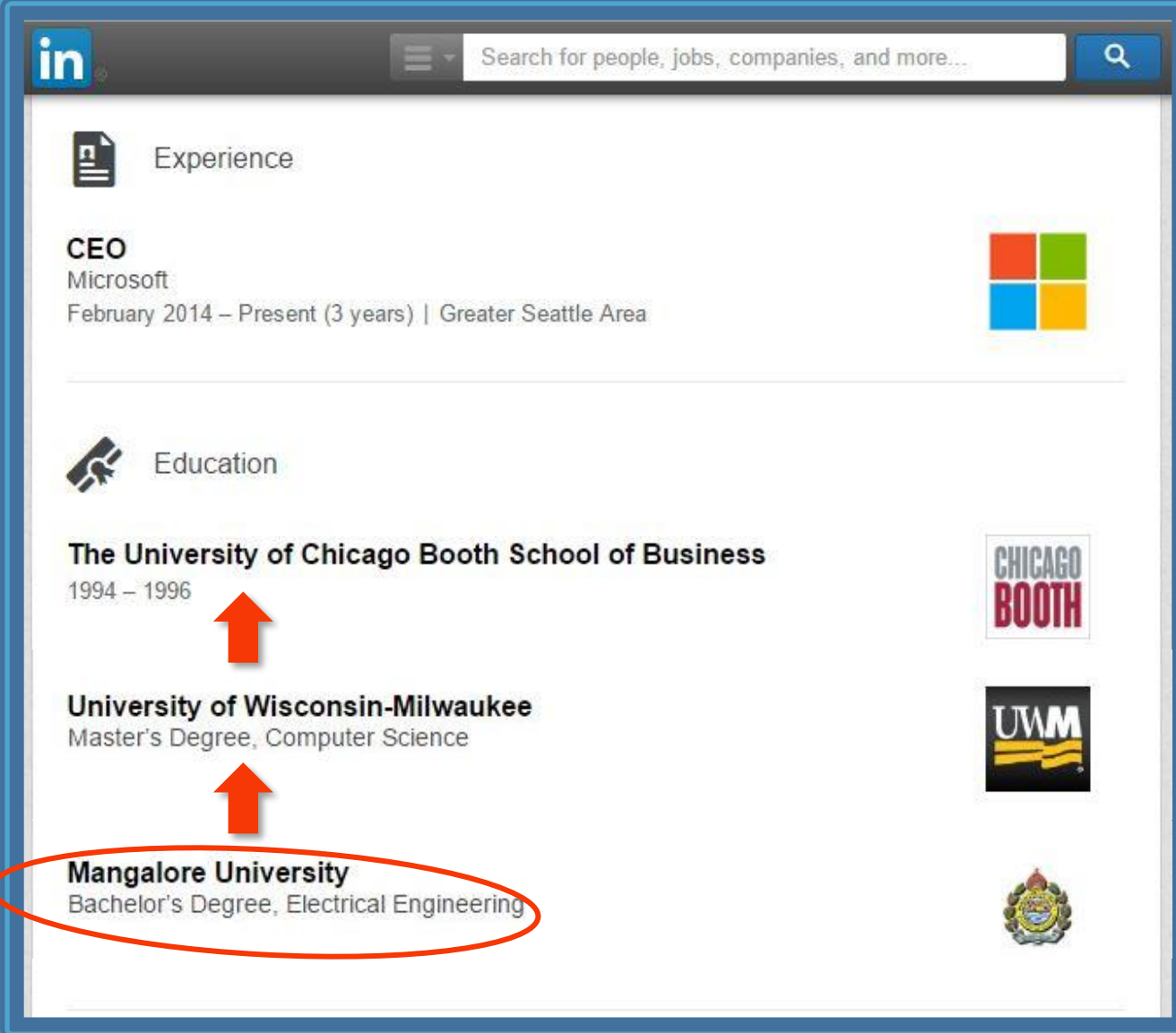


**Marissa Mayer**  
Yahoo!, President & CEO



**rishi chandra**  
Vice President at Google

# Your Next Steps



**Experience**

**CEO**  
Microsoft  
February 2014 – Present (3 years) | Greater Seattle Area

**Education**

**The University of Chicago Booth School of Business**  
1994 – 1996

**University of Wisconsin-Milwaukee**  
Master's Degree, Computer Science

**Mangalore University**  
Bachelor's Degree, Electrical Engineering

# Your Next Steps



## 50+ Courses

MARKETING PHOTOGRAPHY TECHNOLOGY BUSINESS CAREER FINANCE MUSIC LANGUAGE BEAUTY DESIGN HEALTH AND WELLNESS



Take  
control of  
your  
future like  
Satya did!