

This semester in English class, we learned many important things. Our professor taught us how to write a report for our final project, a CV, a cover letter, and how to pass a job interview. We also learned about job hunting.

First, we learned how to write a report for our final project. The professor showed us how to organize our ideas and information. We learned to write an introduction, body, and conclusion. We also learned to add figures and tables to make our report clear.

Next, we learned how to write a CV. A CV is a document that shows our education, skills, and work experience. The professor taught us to write our personal details, education, work experience, skills, and hobbies in the CV. We also learned to keep it short and easy to read.

We also learned how to write a cover letter. A cover letter is a letter we send with our CV when we apply for a job. The professor showed us how to write about why we want the job, why we are a good fit, and how to contact us. We learned to keep it polite and professional.

The professor also taught us how to pass a job interview. We learned to prepare by researching the company and practicing common interview questions. We also learned to dress well, arrive on time, and be polite. The professor told us to speak clearly, listen carefully, and ask questions at the end.

Finally, we learned about job hunting. The professor showed us how to look for job openings online, in newspapers, and through networking. We learned to use job search websites and to create profiles on professional networks like LinkedIn.

In conclusion, this semester, we learned many useful skills in our English class. We learned how to write a report, a CV, and a cover letter. We also learned how to pass a job interview and how to look for a job. These skills will help us in our future careers. I am happy I learned these things, and I feel more confident now.