Cover letter

More examples

Veremos algunos datos que también podemos incluir en nuestra carta de presentación

- Experience as UX (user experience) designer
- Junior frontend programmer/ developer
- Senior backend developer/ programmer
- Growth and marketing expert
- Communications leader

Examples:

-*Experienced UX designer with deep knowledge on user research and analysis*

-*Junior frontend developer with experience in Angular.*

-*Senior backend developer with extensive experience in Python*

-*Growth and marketing expert with experience in creation of inbound and outbound campaigns*

-*Communications leader with experience in copywriting and content marketing strategies*

Adjectives

-Outgoing
-Curious
-Proactive
-Sociable
-Goal-oriented
-Cheerful

Example

Experienced education expert and instructional designer with over 10 years of work in curriculum and pedagogical material design. Outgoing, determined and goal-oriented, very good at working and collaborating with people

Finally you can include some information about your academic achievements

Example

Experienced education expert and instructional designer with over 10 years of work in curriculum and pedagogical material design. Outgoing, determined and goal-oriented very good at working and collaborating with people. Has a Master's Degree in Foreign Language Teaching

MÓDULO 3

Pasado simple. Elaborando mi perfil profesional: curriculum vitae. Entrevista laboral. Estrategias para la comunicación: Información personal. Preguntas con WH (where, why, how...). Frases y vocabulario para redactar emails. Cómo redactar correos electrónicos. Mensajes de textos y llamadas en situaciones formales.

Curriculum Vitae

Structure

curriculum vitae

noun [C]   •   formal

UK 🔊   /kəˌrɪk.jə.ləm ˈviː.taɪ/   US 🔊   /kəˌrɪk.jə.ləm ˈviː.taɪ/
plural **curricula vitae** UK /kəˌrɪk.jə.lə ˈviː.taɪ/   US /kəˌrɪk.jə.lə ˈviː.taɪ/

CESAR HERNANDEZ

Sales Representative

A determined, creative, hardworking and smart sales representative.

Education

Kansas University - Batch 2015
Bachelor's Degree in Business Administration

Skills

Customer relationships building
New accounts opening
Point of sale system
Strong presentation skills
Customer care
Time management
Multiple priorities handling
Product display
Outside sales
Communication

Interests

Learning Languanges
Football
Photography
Travelling

Work Experience

Clearwire (2017-Present)
Sales Representative

Energy Motors (2016-2017)
Sales Representative

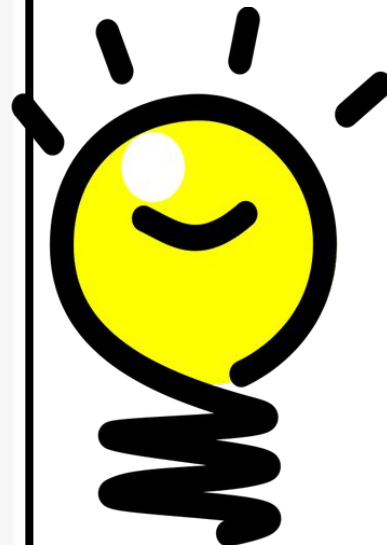**Shadowfruit (2015-2016)**
Sales Representative

Moon Corp (Summer 2014)
Sales Intern

Reference

Marc Klein (Shadowfruit Manager)
123-553-7441 or marcklein@mail.com

Rick Mckinney (E.M. Supervisor)
341-234-1245 or rickmckinney@energy.com

Jan Riley (Moon Corp)
hello@janriley.com

892-234-5235 · cesarhernandez@mail.com · Brooklyn, NY

Personal Details (*Datos personales*)

Tu **nombre y apellidos**, **teléfono** de contacto y **correo electrónico** serán más que suficientes para completar la sección de los datos personales.

Career objective / Profile (*Objetivo o perfil profesional*)

Cuáles son tus objetivos laborales (qué metas esperas conseguir si te contratan) que leer los tropecientos empleos que puedas haber acumulado.

Work experience (*Experiencia laboral*)

Indica sólo aquellos **puestos de trabajo que están intrínsecamente relacionados con el empleo** al que aspiras, y   siempre priorizando **los más recientes** y **los que más duraron** en el tiempo

Education (*Educación*)

Este apartado se estructura de una forma muy parecida a la sección anterior: **indica los estudios oficiales** (carrera universitaria, grado de Formación Profesional, másteres o posgrados) **que estén relacionados con el puesto de trabajo al que aspiras**.

Computer skills

Esta es la parte del currículum en inglés donde incluyes qué programas puedes utilizar y tu habilidad en ellos. Enfócate en paquetes de software y sistemas específicos.

Interests and other activities

Coloca pasatiempos, intereses y otras actividades que consideres de importancia para poder saber qué habilidades tienes o como es tu personalidad.

Palabras claves para tu CV

Estas palabras serán utilizadas para describir las actividades que realizabas en tus puestos de trabajo, los logros conseguidos y las habilidades desarrolladas.

Para habilidades ejecutivas o directivas

- Developed
- Enhanced
- Generated
- Negotiated

Para áreas relacionadas con ventas y marketing

- Delivered
- Collaborated
- Established
- Increased

Para sectores financieros

- Prepared
- Analyzed
- Verified
- Researched
- Audited

Habilidades técnicas

- Created
- Integrated
- Supported
- Analyzed
- Built

Áreas académicas

- Applied
- Researched
- Educated
- Counseled

The words you should use

It almost goes without saying that you should always be as positive as possible when describing yourself.

But some of the key words you could use include:

- Accurate
- Adaptable
- Confident
- Hard-working
- Innovative
- Pro-active
- Reliable
- Responsible

Some pro-active descriptions you could use might be:

- Achieved
- Formulated
- Planned
- Generated
- Managed
- Represented
- Completed
- Implemented

How to *actually* use them

You could say:

Responsible for IT strategy and team meetings.

But you should say:

Created a new global team of diverse IT professionals to develop innovative solutions to our most persistent IT problems.

You could say:

Supervised customer service team for retail operations.

But you should say:

Co-ordinated and led the customer service team to improve customer satisfaction for retail operations by 29 percent in six months by harvesting best practices from unrelated industries.

Jobs interview

Vocabulary and recommendations

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Recommendations

Practice your answers

Some interview questions are common ones. Do online research to find both common interview questions and questions that are asked in specific situations, such as postdoc interviews. The goal in rehearsing is not to memorize a set of answers to common interview questions but to practice listening carefully and responding extemporaneously to such questions.

Get the details
 Be sure to ask enough questions about the interview when you get the invitation. Find out the names and titles of people who will be interviewing you

Research the organization
It is essential that you know enough about the organization to explain what they do and to talk about how you could fit into its mission. Dig into your network and find out who might know someone who works at the organization

Arrive early
Checking in for your interview about 10 minutes early is good form. More than 10 minutes may leave them uncomfortable because you're waiting so long in their reception area

Collect your materials
 Put together a portfolio, pens and copies of your résumé or CV on good paper, a list of references, interview location, names of whom you are meeting, and your list of question to ask.

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Prepare questions to ask
When the interviewer asks if you have any questions, your answer should be yes. Asking questions about the organization gives you the opportunity to show you are engaged and inquisitive. Create a list of 15 to 20 questions and bring that list with you to the interview. Some of those questions will probably be answered as part of your initial discussion.

Take notes
Be sure to take notes about important job roles, challenges you'll face and skills the organization is seeking. You can use this information during your interviews and in your follow-up communications.

➔ Make a list of your strengths and weaknesses
➔ Visualize yourself in the interview. What do you want to project?
➔ Wear appropriate clothes

For strengths

Some positive traits and skills managers look for include:

- Organization
- The ability to multitask
- Perform to a deadline
- Solve problems
- Communicate well
- Work in an international environment and with people from all over the world
- Speak foreign languages
- Enthusiasm

Examples:

−I think one of my strengths is that I am very good at teamwork. I can help people be organized, I support my team, and I make sure everyone does their task.

−I think one of my strengths is that I am very sociable. I get along with people and they feel comfortable with me.

−I consider that I am very organized. I know the tasks that are pending, I organize my days with my tasks in mind, I try to keep lists of the things that I need to do.

For weaknesses

- Problems with multitask
- Creativity

-I consider that sometimes details can be difficult, especially when I have long workflows.
-Sometimes, I work on too many things at the same time, and it becomes hard.
-When I have too much stress, I sometimes get too sensitive

Body language

Don't:

- Scratch or rub your head or back of your neck. You'll look disinterested, distracted and uncomfortable.
- Drum with your fingers or fidget with your hands on the table in front of you. It will make you appear easily distracted.
- Rub your nose, eyes or the side of your face. It will make you look shifty or dishonest.
- Fold your arms in front of your chest. You'll come across as arrogant and unfriendly.
- Rock back and forth or slouch down in on your chair. You'll look lazy and uninterested.
- Cross and re-cross your legs repeatedly. You'll come across as nervous and uncomfortable.

Do

- Compose yourself prior to entering the interview. Find a mirror, straighten your clothes, and check yourself over for good appearance.
- Stand up before greeting and shaking hands with your interviewers.
- Use a firm handshake and make eye contact while greeting and saying goodbye to your interviewers.
- Only take a seat at the interview table once you've been invited to.
- Sit up straight, keep your hands above the table and ensure you can align yourself to make eye contact and speak clearly with all interviewers.
- Express enthusiasm throughout your interview through positive gestures such as nodding, agreeing and smiling when appropriate.
- Keep it together, right up until you're well clear of the building, and only then remove ties, loosen collars or change out of interview shoes.

Preguntas frecuentes en entrevistas laborales

What programming languages have you used in the past? What are your top two programming languages?

Example: *"I'm proficient in Java, C++, Ruby, C and Ocaml. I having a passing knowledge of SQL and Perl. My two best programming languages are Java and C++."*

We may need you to work with various desktop systems while you're at this company. What different versions of these are you familiar with?

Example: *"I currently use Windows 10 on my own computer. However, the Linux operating system is making great strides. It is a good choice if your company wants something customizable and secure.*

Let's say you receive several calls from senior management professionals who all need the assistance of an IT technician immediately. How do you handle this?

Example: *"Time management is key here. However, it also depends on the nature and severity of the technical issues. I would look at each problem individually and decide how much effort they would take. It makes sense to complete trivial tasks quickly and save time for complex ones later."*

Another questions could be

- When do you feel confident?
- What are your qualities?
- Why do you think this company needs you?
- How can you exceed the position expectations?

- Why do you want to leave your current job?

  Don't talk about how your boss is difficult. Don't talk about how you can't get along with other employees. Don't bad-mouth your company. Instead, focus on the positives a move will bring. Talk about what you want to achieve. Talk about what you want to learn.

- Are you willing to relocate?
- Are you willing to travel?
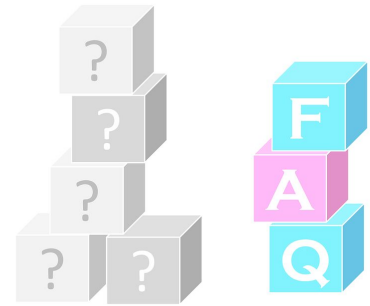
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