

## Part 1: Empathy and Self Awareness

Write a short reflection on the importance of empathy and self-awareness in interpersonal relationships. In approximately 200 words, address the following points:

1. Define empathy and self-awareness, highlighting their significance in communication and understanding others.
2. Explain how empathy helps in connecting with others, understanding their emotions, and showing compassion.
3. Discuss the role of self-awareness in recognizing and managing one's own emotions, biases, and reactions.
4. Share a personal example that demonstrates the impact of empathy or self-awareness in your own life or relationships.
5. Explain how empathy and self-awareness contribute to building healthier and more meaningful interpersonal connections.
6. Provide one practical tip or strategy for developing empathy or enhancing self-awareness in daily interactions.

Note: Focus on concise and thoughtful writing, ensuring your reflection is well-structured and coherent. Consider the impact of empathy and self-awareness on personal growth, effective communication, and fostering understanding in relationships.

## Part 2: Analyzing Effective CVs/Resumes

Research and find one example of well-written CVs or resumes in your desired field or industry. These examples can be from online resources, professional networks, or personal connections.

Analyze each CV/resume and identify the following components:

- a) Contact information and personal details
- b) Objective or summary statement
- c) Education and academic qualifications
- d) Work experience (including internships, part-time jobs, or volunteer work)
- e) Skills and qualifications
- f) Achievements, awards, or certifications
- g) References (if applicable)

Write a brief summary for each example, highlighting the effective elements and how they contribute to making a strong impression on potential employers.

## Part 3: Write your own CV and Cover Letter

Imagine you are applying for a job in your desired field. Write a cover letter and design a CV/resume tailored to the specific job you are applying for. Your cover letter should introduce yourself, highlight your relevant qualifications and experiences, and explain why you are a suitable candidate for the position. Your CV/resume should provide a comprehensive overview of your education, work experience, skills, and any other relevant information. Ensure your CV/resume is well-organized and visually appealing.

**Note:** You can create a fictional job and tailor the requirements accordingly. Focus on the structure, content, and presentation of your cover letter and CV/resume. Submit your cover letter and CV/resume as separate documents or files.