

CLASS NOTES TO UNIT: CV AND JOB INTERVIEW (Video lesson + Class + Portfolio assignments)

In this unit we are going to:

- See different resources (samples, templates) for a CV or resume (1).
- Produce an initial self-introduction (2).
- Learn about the most frequent questions in job interviews and practise orally with them (3).
- Write a CV (4).

Parts 1-3 will be dealt with in the video lesson and in class. Part 4 must be done after the class and included in the students' portfolio

1. Introduction: browsing through materials.

Let's look at these CV models and comment them together:

The image shows a mind map for a CV template and a corresponding CV template. The mind map is centered on "Your name here" and branches into five main sections: Contact, Profile, Skills summary, Education & Certifications, and Objective.

- Contact:** Email: xx@yahoo.com, Telephone: 54252522, Fax: 25252252
- Profile:** Motivated, Experienced, Flexible, Versatile, Poised, Competent
- Skills summary:** Languages (English, German, Italian), Driving license (All levels, Obtained on: 16.03.2009)
- Education & Certifications:** School (Elementary education, Adult education - college level, University), Certifications (Microsoft office certificate, Eclipse 10.1 bachelor degree)
- Professional Experience:** Last job (From 19.01.2009 to 22.03.2010, Bilingual Teacher), Another job (From xx.xx.xxxx to xx.xx.xxxx, Trilingual teacher)
- Objective:** (Empty box)

The CV template below is for Christopher Morgan, a Senior Web Developer. It includes a summary, skill highlights, experience, education, and certifications.

Christopher Morgan

Summary
Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience
Web Developer - 09/2015 to 05/2019
Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education
Bachelor of Science: Computer Information Systems - 2014
Columbia University, NY

Certifications
PHP Framework (certificate): Zend, CodeIgniter, Symfony, Programming Languages: JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.

Contact
Address: 177 Great Portland Street, London W5W 6PQ
Phone: +44 (0)20 7666 8555
Email: christopher.m@gmail.com
LinkedIn: linkedin.com/christopher.morgan

Languages
Spanish - C2
Chinese - A1
German - A2

Hobbies

- Writing
- Sketching
- Photography
- Design

Video CVs: <https://www.hongkiat.com/blog/job-application-videos/>



2. Speaking: Quite spontaneously, let's produce an initial 1-minute presentation. Which information about myself (academic, personal) do I choose to give, and in which order?

3. Sample interview questions: Let's have a look at this link together: <https://www.talkenglish.com/speaking/listinterview.aspx>

Chain-speaking: let's use these questions to elicit personal answers and then compare them with the samples.

4. Written assignment for your portfolio: Write your own CV, using the language instructions given in this class. Choose one of the available formats and templates (introduce the link). Base the information as much as possible on your personal development (academic, professional and personal).