

Výukový materiál v rámci projektu OPVK 1.5 Peníze středním školám

Číslo projektu:	CZ.1.07/1.5.00/34.0883
Název projektu:	Rozvoj vzdělanosti
Číslo šablony:	II/2
Datum vytvoření:	23. 9. 2012
Autor:	Mgr. Jana Jeřábková
Určeno pro předmět:	Anglický jazyk
Tematická oblast:	Cestování, komunikace a svět kolem nás
Obor vzdělání:	Masér 69-41-M/001 - 4. ročník
Název výukového materiálu:	CURRICULUM VITAE (CV)
Druh výukového materiálu:	Pracovní list s výkladem, jak psát životopis a nácvikem psaní modelového životopisu.
Čas:	40 minut
Využití:	Návod k napsání CV, který zahrnuje základní slovní zásobu a umožňuje vyzkoušet si napsání vlastního CV.

CURRICULUM VITAE (CV)

Jednotná forma životopisů - tzv. **Europass CV**.

1) Chronological CV - častější, obecnější, stačí doplňovat aktuální informace.

Structure: heading, personal information, work experience, education and qualifications, skills, additional information

2) Functional CV - 'šitý na míru' pro každou pozici.

Structure: heading, personal information, objective, professional achievements, accomplishments, skills, work history, education, references and others

Úvod životopisu: Curriculum Vitae / Résumé (AmE) / Jméno a příjmení

PERSONAL INFORMATION / DATA

1)

Curriculum Vitae	
Name:	Jan Jeřábek
Address:, Ostrava, Czech Republic
Telephone number:	+420
Mobile telephone number:	+420
Email address:	
Nationality:	Czech
Date of birth:	15 August, 1995

2)

Jan Jeřábek
....., Ostrava, Czech Republic
phone: +420, e-mail:

Gender: Male / Female.

Marital Status: Single / Married / Divorced / Widowed.

August 15, 1975 / August 15th, 1975 / 15 August, 1975 / 15th August, 1975

WORK/PROFESSIONAL EXPERIENCE / EMPLOYMENT/CAREER HISTORY

Work Experience
April 2012 - present
Masseur
Klimkovice Spa (Czech Republic)

Translate possible phrases for work experience:

responsible for (sth / doing sth)

responsibilities included / include

ensured / ensuring

prepared / preparing

assisted in / assisting in

reviewed / reviewing

approved / approving

negotiated / negotiating

supported / supporting

coordinated / coordinating

reported to / reporting to

involved in

organizing events

interviewing candidates

making presentations

took care of / taking care of

major / professional / key achievements

duties included / include

provided / providing

dealt with / dealing with

developed / developing

arranged / arranging

led / leading

supervised / supervising

planned / planning

contributed to / contributing to

oversaw / overseeing

built / building

played key role in ...

chairing meetings

giving advice

training staff

monitored / monitoring

EDUCATION AND QUALIFICATIONS / EDUCATION AND TRAINING / EDUCATION

Education
2013 - 2018
.....University
Master's Degree in
2009 - 2013
Secondary School of

HIGH SCHOOL (AmE) / SECONDARY SCHOOL (BrE) - střední škola

GRAMMAR SCHOOL = ZŠ (AmE) / gymnázium (BrE)

UNIVERSITY = univerzita (BrE) / COLLEGE - vyšší střední škola (BrE) / většinou bakalářský titul (AmE)

SCHOOL LEAVING EXAM = MATURITA

Bachelor's / Master's / Doctor's degree == bakalářský / magisterský / doktorský titul

SKILLS

Personal skills

Translate phrases for personal skills:

results-driven

self-driven / self-reliant

results oriented	determined
willing to learn / to travel	decisive
reliable	fast learner
organized	punctual and accurate
team player	relaxed and easy-going
lively	committed
loyal	cooperative
hardworking	positive
thorough	dependable

excellent/strong planning and organising abilities / leadership skills / organisational skills / verbal and written communication skills

Computer skills

thorough understanding of	full understanding of
experienced in	good background in
advanced experience with	advanced user of
advanced level in	thorough knowledge of
advanced knowledge of	extensive knowledge of

Language skills

Mother tongue: Czech / Czech (native)

Foreign languages:

A1 = elementary (pokročilý začátečník)

A2 = pre-intermediate (mírně pokročilý)

B1 = intermediate (středně pokročilý)

basic = základní znalost

good = dobrá znalost

fluent = schopnost plynulého užití

B2 = upper-intermediate (vyšší středně pokročilý)

C1 = advanced (pokročilý)

C2 = proficient (jazykově způsobilý)

moderate = střední znalost

advanced = pokročilá znalost

native = rodilý mluvčí

Fluent spoken and written English. / English: advanced both verbal and written.

Other skills + ADDITIONAL INFORMATION

DRIVING LICENCE

FULL = bez časového nebo jiného omezení

CLEAN = bez ztráty trestných bodů

Personal skills:	- hardworking
	- organized, cooperative

Computer skills:	- full understanding of Windows XP
	- advanced user of Microsoft Office applications
Language Skills:	- Czech (mother tongue)
	- English (pre-intermediate - both verbal and written)
Other skills:	- clean driving licence

Additional Information	
Hobbies:	- sports, music
References:	- available upon request

HW: Write your own CV:

Curriculum Vitae	
Name:	
Address:	
Telephone number:	+420
Mobile telephone number:	+420
Email address:	
Nationality:	Czech
Date of birth:	
Work Experience:	
Education:	2009 - 2013 - Secondary School of
Skills and Competences	
Personal skills:	
Computer skills:	
Language skills:	
Other skills:	
Additional Information	
Hobbies:	
References:	