



CÀPSULA FORMATIVA PER A LA MILLORA DE L'OCUPABILITAT

Títol: WRITING UP YOUR BEST CV / RESUMÉ (101)

PROFESSORAT

Federico Borges, professor associat UdL

OBJECTIUS / GOALS:

1. Become familiar with various types of career history, knowing when to use them.
2. Get familiar with cover letters / personal statements.
3. Produce or improve your CV for real use, with a cover letter that stands out.

CONTINGUTS / COURSE CONTENTS:

1. Your CV / Resumé / Europass CV
 - What should and should not be there: structure and language.
 - Not one, but many.
 - Stand out or fade out!
 - Write up your best CV.
2. Cover letter / Personal statement
 - You are your cover letter: connect with your prospective employer.
 - Writing up the best version of you.

METODOLOGIA/WHAT YOU WILL DO:

Curs semipresencial on l'estudiant millorarà o produirà el seu CV en anglès, amb una carta de presentació, per a un àmbit internacional.
Cal portar a classe laptop o tablet personal.

Durada: 10 hores (6 h presencials + 4 h virtuals)

Data: 15 i 22 de febrer i 1 de març de 2019

Lloc: Aula 3.03. Edifici Polivalent. Campus de Cappont

Horari: de 9 a 11 h