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Fecha de envío	21 septiembre de 2020	Fecha de entrega	25 de septiembre de 2020	
Tiempo de ejecución de la actividad		Dos horas		
TEMA	GRAMMAR General review Vocabulary Curriculum vitae Skills Writing			
Contextualización				

What is a Curriculum Vitae?

A curriculum vitae, often abbreviated as CV, is a document that job applicants use to showcase their academic and professional accomplishments. It is used to apply for positions within areas where a person's specific knowledge or expertise is required. A curriculum vitae is usually longer than a resume and must include the information that the recruiter needs to verify the skills, experience, and educational qualifications of an applicant.



In many countries, a CV is usually the first document that a prospective employer looks at when screening candidates for job interviews, scholarship programs, grant applications, or bursaries. When sending a curriculum vitae and other application documents to the employer, some applicants may choose to send physical copies of the document through registered mail, or electronically through email, depending on what the prospective employer indicated on the job advertisement.

What to Include in Your CV?

The information included in the CV may vary from one applicant to another, since some applicants may choose to include only the information that is relevant to the job they are applying for. The following are the typical components of a curriculum vitae:

1. Personal information

At the top of the curriculum vitae, write your full name and contact information such as phone number, email address, registered mail address, etc. Below the contact information, include information that describes who you are.

Typical personal information may include gender, date of birth, government-issued identification number, marital status, and nationality. You may choose to include the personal details if they are relevant to the job you are applying for, or if your employer previously requested that information.

2. Education

Education information includes a list of the education programs you pursued and the years and name of the institution you attended. Ideally, you should include information on college, graduate school, and post-graduate schools you attended, the courses you pursued, and the year when you graduated from the program.

Some employers may also require you to indicate the grades/awards you obtained at various education levels. Employers use the education information to determine if your professional qualifications match the job requirements of the position you are applying for.

3. Work experience

The work experience section requires you to list your recent work experience that is relevant to the position you are applying for. For each position you've previously held, indicate the name of the employer (company), your specific roles, and the duration of the employment.

Also, make sure to give a summary of the duties you performed at each company and any accomplishments/awards given by the employer. List the relevant work experience starting from the most recent positions you held.

4. Honors and awards

If you've been given any awards either at the academic level or during your previous employment, list them here. The awards may include dean awards, honorary degrees, presidential awards, professional certifications or awards, or awards given by an employer for excellence.

5. Skills

If you possess certain skills and you have not mentioned them in the other sections in the curriculum vitae, list them here. The skills may include language skills, computer skills, driving skills, advanced software skills, etc. They should be relevant to the job you are applying for.

6. Publications and presentations

If you've published academic or conference papers, you should list them in this section. You should include papers that you have solely written, those co-authored with other people, as well as those you have contributed to. Remember to indicate the name of the papers, year of publication, and names of co-authors, if applicable.

Also, include papers that have been presented during conferences and associations, and indicate the name of the paper, the name of the conference, and the date when the paper was presented. This section is included when applying for an academic position.

7. Membership in professional bodies

The prospective employer may require the applicants to be members of specific professional bodies. This section mostly applies to select positions such as accountants, engineers, surveyors, IT professionals, etc. List all the professional bodies and associations that you belong to and the status of your membership.

How to Format a Curriculum Vitae

The following are some of the rules that you should follow when formatting your curriculum vitae:

1. Length

The CV should not be too long and not too short. The length of the CV depends on the education and working experience you have amassed over the years. For entry-level positions, the CV length can be one to two pages, while the length can go up to 10 pages for positions that require higher qualifications and more experienced personnel.

2. Font size

When writing a curriculum vitae, use a font that is easy to read and apply it to the whole document. The recommended font styles include Arial, Calibri, Cambria and Times New Roman. The font size should be between 10 to 12 points. The headings should be boldened to distinguish them from the other information and make the CV organized.

3. Proper grammar and spelling

Sending a CV that has spelling, tense, or grammar errors would only serve to spoil your chances of getting shortlisted for an interview. Before sending the CV to your prospective employer, make sure to check it several times to correct any errors. Alternatively, ask a friend to review the CV for any errors.

**CURRICULUM VITAE
AVIYA HACHOEN**



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3 Anonymous St.
Somewhereville
Israel 33333
Phone: +972-(0)33-333 3333
E-mail: aviya@bgu.ac.il

EDUCATION

Ph.D.	2005-	Department of Foreign Literatures & Linguistics, Ben-Gurion University of the Negev. Topic: On the acquisition of (Hebrew) compositional telicity. Supervisors: Dr. Jeannette Schaeffer and Prof. Nomi Erteschik-Shir. Submitted November 2009
M.A.	2005	Department of Foreign Literatures & Linguistics, Ben-Gurion University of the Negev (Combined MA/PhD program).
B.A.	2002	Department of Foreign Literatures & Linguistics, Ben-Gurion University of the Negev. Cum laude
Mechina	1998	Emek Hayarden College, Tzemah, Israel.
Community College	1994	Massasoit Community College, Canton, MA, USA.
Junior High School	1992	Holbæk, Denmark.
Junior High School	1990	Kibbutz Amir, Israel.

EDUCATION AT OTHER INSTITUTIONS

Summer 2004	Course in Dutch language, University of Groningen, Groningen, The Netherlands.
Summer 2000	Course in Italian language, Università degli Studi di Udine, Udine, Italy.
Spring 1992	Course in Danish language and culture, Holbæk Sprogskole, Holbæk, Denmark.

EMPLOYMENT

2009-	Content developer for "Smart!", preparation courses for the Israeli psychometric exam.
2003-2008	Research assistant to Dr. Jeannette Schaeffer, Department of Foreign Literatures & Linguistics, Ben-Gurion University of the Negev.
2003-2007	Teaching assistant, Department of Foreign Literatures & Linguistics, Ben-Gurion University of the Negev.
2002-2003	English teacher at the Branco-Weiss Organization in Beer Sheva, Israel.
1999-2003	Tutor of English for Israeli elementary and high-school students.

20-1-2010

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Descripción de la actividad sugerida

The student must create his/her curriculum vitae considering the previous explanation for doing that with the purpose to improve his/her writing skill and the pragmatics competence and the he/she must present an interview for starting the studies at the university. (The students who didn't enter to the class must upload to the classroom)

Webgrafía/material fotocopiado (Anexo)

1. <https://www.indeed.com/career-advice/resumes-cover-letters/what-is-a-cv>

Criterios de Evaluación

The student must participate in an University interview to improve his/her speaking ability.