

C man and Work, C2 Work, Job and Employment

## ***How to Write CV and Prepare for a Job Interview***

Authors: Daniel Aichinger, Tomáš Kanta, Kateřina Tomisová

Recommended year	8.–9.
Time framework	<i>3–4 school lessons / hours, project homework</i>
Thematic block	<i>Work, job and Employment</i>
Interdisciplinary (cross-curricular) relations	<i>Civic education, Czech language, English and other foreign languages, Technical Education</i>

## ***Content:***

Introduction into the career choice (1 lesson 45 minutes)

Worksheet 1: Biographical DOMINO  
(Variant without aids 1 lesson 45 minutes)

Worksheet 2: Biography as PUZZLE  
(Variant without aids 1 lesson 45 minutes)

Worksheet 3: Biography as Cloze  
(Variant without aids 1 lesson 45 minutes)

Worksheet 4: choice of profession and field of study, or what fits  
(Variant without aids 1 lesson 45 minutes)

Worksheet 5: How to find work  
(Variant without aids 1 lesson 45 minutes)

Worksheet 6: Playing on a job interview  
(Variant without aids 1 lesson 45 minutes)

## ***Information sources an Internet-links***

[1] Integrovaný portál Ministerstva práce a sociálních věcí České republiky

<https://portal.mpsv.cz/>

[2] Úřad práce České republiky; <http://www.uradprace.cz/>

[3] Ministerstvo práce, sociálních věcí a rodiny Slovenskej republiky;

<https://www.employment.gov.sk/sk/>

[4] Úřad práce, sociálních věcí a rodiny Slovenskej republiky; <https://www.upsvar.sk>

[5] Internetový sprievodca trhom práce; <http://www.istp.sk/>

[6] <http://www.jobs.cz/>

[7] <http://www.prace.cz/>

[8] <http://www.ponuky.sk/>

[9] <http://www.profesia.sk/>

[10] <http://kariera.zoznam.sk/>

[11] <http://praca.sme.sk/>

## **Methodological part for teachers**

Lesson devoted to career choice and the related choice of the subject in secondary school contains 6 worksheets with games and practical tasks for pupils. The target group worksheets are pupils of class 8 to 9, respectively in lower grade grammar schools at a time when it is already current filing applications for high school open days and secondary schools. The main objective of the lesson is vicariously pupils and their parents in time to prepare for this important life decision. All worksheets are designed as practical exercises without tools (worksheets) and require only have a computer, mobile phone, or tablet to search for information on the Internet and only paper, scissors and pens. Teacher at its discretion and the amount of time available selects one of the three worksheets on the theme of creating CV (worksheets 1, 2 and 3). Biographical game is suitable to complete a work sheet number 5 focused on the job search. Worksheet No. 6 is devoted to the practical training of a job interview.

Theme choice of profession and skills training for job search can be implemented at project teaching block. The most appropriate organizational form of education is project-based group learning. Students work in pairs or several larger groups of three to four children. Subsequent homework students are processed separately and then in the next lesson mutually discuss and present the results. Everything should be done in a playful way, the positive experiences gained in school through fun games to reinforce the confidence of future job seekers in real life. Try the role of the human in compiling fictitious biographies of other people and feedback among classmates while playing for job interviews allow pupils to look at ourselves from the prospective employer. Even at school age it is possible to purposefully transform the experience of seemingly uncommitted games in a purposeful choice of high school and field of study. It also promotes self-awareness essential personality traits and knowledge and the necessary formalities are in the form of tests, certificates and recommendations for specific professions.

The teacher should evaluate pupils in this lesson only verbally and without negative emotions. Teacher assessment of pupils is not focused on any formal or spelling errors, but only on success in acquiring habits and skills actively seeking suitable employment, ability to self-critical assessment of their own abilities pupils themselves, the ability to self-determination and self-realization of pupils. When creating a CV and mastering the role of job seekers at a job interview can be assessed degree of autonomy, creativity and planning.

CV is the most important basis for the selection procedure for any job must contain all the essential information for employers about future employees. The CV must be accompanied by completed education, presented the final exams, and previous employment. In three worksheets to pupils learn through play down a brief resume for a job application and know all the particulars and intricacies of his creation. Worksheet No. 1 is inspired game DOMINO. This makes it possible to easily realize the order of individual life events, they are interrelated and represent an important life decisions on "the crossroads of life", which allow several options sequel. Worksheet Number 2 is based on a compilation of existing information in the form of a clearly structured CV with a game on the principle of compiling PUZZLE. An alternative to this practical exercise is adding information to a fixed structure on a standardized worksheet number 3 in a game called cloze. All games are at the level of pupils of secondary school, respectively for lower grade schools.

Often it is only based on the successful fulfillment of school duties and integration with the school group for parents and pupils very difficult to know what the profession will be right. The awareness of the essential requirements for various occupations should help pupils worksheet No. 4, which links the interests, personality traits and favorite school subjects with fields of study and professions. Worksheet No. 5, it focuses on individual job search database of job vacancies Labour Office and on major Internet portals, such as in Bohemia "prace.cz" or Slovak "ponuky.sk". Focusing on the labor market in the region and at the national level is now in search of work is crucial. Many employees and job seekers had to accept disadvantageous working conditions of a lack of information on current vacancies and lack of orientation skills in a number of such information.

The job interview is the most job-seekers very stressful. Accomplish the first job interview is so even for the best graduates of secondary schools and universities are often more demanding than the work itself. Assistance is role-playing games in which pupils had school-age test the role of candidates and recruiters. The relaxed atmosphere of the school community so spend as job interview takes place. For this reason it is necessary that this experience was not trauma but memories full of positive feelings. Worksheet 6 provides pupils with important documents and standardized job interview scenario, which may or may not hold. Teacher during the interview shall in particular ensure that role-playing game took place in a given context and not in the heat of participants exceeded the rules of polite behavior.

## Worksheet 1: Biographical DOMINO

(Class 8 – 9, simple version)

In the ordinary domino according to the rules you have to compose myself for playing cards together the same numbers or characters. The Domino is a link between playing flash cards hidden in life events, activities, their duration, age of man and the connections between them. Often it depends on the sequence that has at play respect running life, for example, in elementary school before going to college or work. Some events in life but can have different order or between them must make decisions. And you can try it in this game.

*Exercise icon* - Build in pairs in turn cut out the cards by dominatrix connections between events, concepts and time data. There are several combinations and ways to build a domino. You can play only in one row or use branching when one card can be attached more additional cards. Do you miss domino some important events in your life? According needed, create additional events for the next domino cards. With more flashcards can play in more people or more domino branch. Take a photo of the assembled domino smart phone and send it by CV suitable for job application. What belongs to CV? What event from the continuum of life is contrary should skip the resume?

*Exercise icon* - Write like homework jointly compiled by dominatrix brief biography of the fictional Mrs. Happy Man or Mr. Stastny, who in all his life plans did succeeded. Fill in the missing details, such as the field of education, school names, companies for which they were employed, and so on. If you domino bifurcated, select only one of the routes.

### **Alternative own fictional biography**

*Exercise icon* - Imagine that you are at least 10 years more than now. Will you therefore between 25 and 30 years and now are applying for a new job. Each himself first report using the dominoes that for those 10 years of your career happened. You do not have to use all the cards. On small blank slips of paper while you may finish the event that you need to multiply or those events that you would have liked to have taken place, and that on the cards dominoes are not. According to the biography constructed of dominoes then on a clean sheet of paper write your brief CV. If you are on a "crossroads" CV used branching decide for

only one option, and this one just rewrite the paper. Be creative. Fill in the names of schools, fields of study and names of employers dreams. You can find information on the Internet.

## DOMINO-Game or how our life is going

Cut playing cards on double lines.

High School	graduation	the trial period	appraisal interview
phone call with a personnel	job interview	parenthood	parental leave
Company foundation	self-employment	<b>BIRTH</b>	age of 7 years
age 19	choice of work or study	searching for accommodation	rental housing
enrollment in college	6 semesters	mortgage	buying an apartment
diploma thesis	title Ing., Mgr., M.Sc. or M.A.	child birth	maternity leave
Master studies	4 semesters	business plan	Trade certificate
Starting a job	3 months	registration at the Labour Office	unemployment benefits
relationship	wedding	fired from work	severance pay
create your CV	response to job offers	Bachelor's study	Bc., B.Sc. or B.A. title
selection of appropriate high school	entrance exams for secondary school	elementary school	age of 15 years
Summer job	own money	employment contract	salary
driving license	car purchase	higher vocational school(COLLEGE)	Final exam (DiS)



## **Worksheet 2: Biography as PUZZLE**

(Class 8 – 9, simple version)

Each resume has its formalities and standard structure. You can of course be more original than others, but the basic requirements are mainly resume its clarity, completeness and truthfulness or sometimes rather its credibility. It helps if you read several biographies of other people. In the next game, but cut up, mixed up and resumes must be found that the data belongs to which candidates and assemble them like puzzle pieces again to clear chronological structure.

*Exercise icon* - Assemble the clippings CV three fictitious persons. Be aware that in the biography coincided fields of study and all previous work and time data. Attention, the biographies are hidden even minor errors. You can find them? What the figures presented by bidders in the tender would hurt? What are contrary to their strengths?

## **Worksheet 3: Biography as Cloze**

(Class 8 – 9, simple version)

*Exercise icon* - Fill in the form of a structured CV data to your life and curricula. What medium and possibly the college would like to study? Where would you like to work and what exactly you would like in such institution or company for that position do? You are going to gain experience abroad? To find the exact names of schools, fields of study and names of companies use the internet. Find out in advance whether these companies open positions that match your expectations about future work.

*Exercise icon* - Find online job vacancies in your region. Choose one of them and assemble using the form fictional biography of the candidate who fits into this place. Focus mainly on the fields of education. What should be the candidate personal qualities and interests in order to further increase its chances of success? In the field of work experience seek information concerning employers working in a related field such as the one offered vacancy. On the website you can find all of these companies also currently advertised vacancies and job descriptions that you can use.

# Curriculum Vitae

Personal data	<b>Name:</b> <b>born:</b> <b>Address:</b> <b>E-mail:</b> <b>Phone:</b>	Ing. Josef Novák 5. 1. 1998 in Domažlice Lipová ulice 21, Praha josef.novak@seznam.cz 00420 723 123 456
Education:	2004 – 2013	Elementary School in Domažlice
	2013 – 2017	Secondary vocational schools, apprenticeship with graduation farm machinery repairman
	2017	professional Baccalaureate
	2017 – 2020	Bachelor's degree, Faculty of Mechanical Engineering in Prague
	Bachelor thesis	Comparison of methods for welding structural steels
	2020 – 2023	CZECH TECHNICAL UNIVERSITY in Prague, a master's degree in mechanical engineering, Faculty of construction machinery
	Study stay	Technical high school of Amberg, Faculty of construction machinery (2022)
	Diploma thesis	Design of fixture for welding stainless steel laser (2023)
Language skills:	English (CEFR B2), German (CEFR B1)	
Computer skills:	MS-Office Word, Excel, PowerPoint, Outlook CAD software Solid Edge, Solid Works, AutoCad	
Work experience:	2023	Obligatory practice as an assistant engineer and technical draftsman in the metal production
	2024 – 2028	Designer of the welded components for bogies of rolling stock
	2028 – 2030	The engineer of the Development Department of the rail vehicles
Hobbies	rail-modeling, hiking, cycling	

## Curriculum Vitae

Personal data	<b>Name:</b> <b>born:</b> <b>Address:</b> <b>E-mail:</b> <b>Phone:</b>	Pavel Veselý 3. 5. 1993 v Plzni Nádražní ulice 42, Plzeň superpaja@gmail.com 00420 732 323 454
Education:	2000 – 2009	Primary school in Pilsen, Czech Republic
	2009 – 2013	Secondary school of electrical engineering, Department of electrical communication
Language skills:	English (Advanced) French (Beginner)	
Computer skills:	MS-Office Word, Excel, PowerPoint; computer programs for the design of electrical power grids, programs for the design of printed circuit board and electrical circuits	
Work experience:	2013	Mandatory practice in electrical engineering, Electronics Assembly
	2014 – 2017	The designer of the circuit breaker and switchgear, Plzeň
	2017	5 months unemployed
	2017 – 2020	Private business, installation and repair of electrical appliances
	2020 – 2023	Operating an electrician in an office complex, Plzeň
	2023 – 2024	9 months unemployed, retraining courses of MS Office, creation and reading of the technical documentation, course website creation
	2024 – 2030	Installer of computer networks
Hobbies	Playing the electric guitar, vocals, driving a motorcycle	

# Curriculum Vitae

Personal data	<b>Name:</b> <b>born:</b> <b>Address:</b> <b>E-mail:</b> <b>Phone::</b>	MUDr. Jana Šťastná 5. 11. 2002 v Opavě Ulice Jana Husa 54, Brno jana_stastna@email.cz 00420 728 351954
Education:	2005 – 2014	Elementary school in Opava
	2014 – 2022	Multi-annual grammar school with a focus on natural sciences
	2022 – 2025	Bachelor of general medicine, Masaryk University in Brno
	Bachelor thesis	Developmental defects of the spine in pediatric patients
	Study stay	Ludvig-Maximilian University in Munich, University Clinic, Erasmus, 6 months
	2025 – 2028	Master's degree, majoring in orthopaedics
	Diploma thesis	Computer simulation development changes the shape of the spine of children patients with scoliosis
Language skills:	English (CEFR C2), French (CEFR B2), German (CEFR B1),	
Computer skills:	MS-Office Word, Excel, PowerPoint, Outlook electronic patient database	
Work experience:	2026 – 2028	Practice in the Faculty hospital Brno
	since 2028	Military hospital in Brno, orthopedic Department, preparing for the first attestation
Hobbies	Sports, reading, theater, travelling	

## Curriculum Vitae

### Personal data

Name:

Surname:  Nationality:

Address:

E-mail:  Phone-Nr.:

### Education:

Secondary school

Field of study

Bachelor's degree; University

Faculty

Field of study

Master's degree; University

Faculty

Field of study

### Work experience:

Employer

Job title

Employer

Job title

Employer

Job title

Language skills:

Computer skills:

Hobbies:

Place, date \_\_\_\_\_

## Worksheet 4: choice of profession and field of study, or what fits

(Class 8 – 9, simple version)

School attendance in elementary and secondary school and university studies in preparation for a future career. You already know what you want to do in life? What is your dream job?

*Exercise icon* - Take one occupation. Find out with the help of the Internet, what education must reach jobseeker follows in this profession. What schools near your home provide the necessary training for this job? Search results together, discuss with classmates.

motor mechanic	roofer	locksmith	plumber
policeman	fireman	nurse	doctor
journalist	biology teacher	designer	programmer
electrician	payroll accountant	Sales Representative	preparer production
transport logistics	electrician	CNC miller	welder
chemical engineer	Site Manager	actor	cook
truck driver	architect	civilian pilot	joiner
judge	scientist	secretary	lawyer

*Exercise icon* - Choose your dream profession. If not on the card, it does not matter. Find out on the Internet, what schools and study courses provide training for this profession. Their profession dreams on your ticket, put the leaves pupils from the whole class at one pile and draw from it all yet another leaf of his classmate or classmates. Compare what route to the same destination would choose him or her.

*Exercise icon* - Find related professions and school items. It will help you clarify which items are to concentrate in school, if you want an adult to exercise a profession or conversely find suitable occupations, depending on what school subjects you like or you are going well. For example, if someone has all subjects in school biology prefer to be happy at work as a gardener, veterinarian or doctor. Whoever has the most like history, mathematics and not him, it will probably work as an engineer or programmer. But who knows, maybe now decides that it wants to be. Fill the bottom of the table profession nearby school subjects. For inspiration, use professions of the previous game.

<b>Subject</b>	<b>Profession</b>		<b>Subject</b>	<b>Profession</b>
Mathematics			Czech	
Physics			Foreign languages	
informatics			History	
Chemistry			Geography	
Biology			Civic education	
Technical education			Music and Art education	

## Worksheet 5: How to find a job?

(Class 9, simple version)

Nowadays there are a variety of ways, thanks to the Internet, how to find a job matching exactly the specified requirements. This is a specific search engine, in which you set up exactly what you are looking for. Offer as the Ministry of labour and Social Affairs through the labour offices, which the search engine can be found at [www.uradprace.cz](http://www.uradprace.cz) or [www.upsvar.sk](http://www.upsvar.sk).

*Exercise icon* – Search for currently available jobs on the Web pages of the Office's work. Select the scope of your dreams, or you're ready to leaves from the previous worksheet.

### Parameters needed when searching for a job

Town:	
Region:	
Profession:	
Education:	
Full / part time:	
Keywords:	

*Exercise icon* – When searching for job vacancies, you can also use a standard Internet search engine, if you enter into it the right keywords. Find job openings by search engines Google and list. You will find as well as jobs that are listed on the website of the companies. Not all of the company namely job vacancies reported to the Bureau of labor. What keywords should be used? See the ads and underline or highlight these words. The next time you type in a search engine search. The search is now more successful?

### Keywords for job search

*Exercise icon* – Among the results of the search, portals for finding jobs. Which are they? Write down their Internet address and focus on the following website:



*Exercise icon* – Create your work on one of the portals on the test profile job seekers. Save the profile just as a work-in-progress. You can use for educational purposes as well as a fictitious name, but be aware that you can hear potential employers.

*Exercise icon* – How much is in your city vacancies for graduates of high school? Divide jobs by industry and the required education. Use the filter settings to search for. The results of a re-write to MS Excel or Open Office Calc and divide them by industry and education requirements. Add additional types of schools according to the requirements of employers.

	Required education for job-seekers by the highest level of education	the number of job vacancies in the region/town	The average salary in the region	Type of employment contract
Secondary education	Secondary vocational school of Economics			
	Secondary school of electrical engineering			
	Vocational school of electrical engineering			
	Secondary school of construction engineering			
	Secondary school of mechanical engineering			
	Secondary vocational school of health care			
	Secondary pedagogical school			
A college education	University, Faculty of economics			
	University, Faculty of electrical engineering			
	University, Faculty of Informatics			
	University, Faculty of mechanical engineering			
	University, Faculty of construction engineering			
	University, Faculty of Humanities			
	University, Faculty of pedagogical studies			

*Exercise icon* – Choose from actual job positions offered each of the class three job offers and find out as much as possible about potential future employers. This information will be useful in motivating a letter and at a personal interview in the company.

*Exercise icon* – For jobs advertised on the website of the Office work is often cited as well as the offered salary. How is it different wage conditions by industry education? What is the average salary of jobs found the difference between workers with basic, upper secondary and university education? What is the salary difference between technical and Humanities?

*Exercise icon* – Since 15 years of age with parental consent can during the holidays or on weekends, to work in the short term, if it does not interfere with school attendance. Use the online indexes holiday and weekend Brigade in your city. What type of contract do recruiters offer to students?

*Exercise icon* – After the completion of compulsory education, you can even work on a full-time basis. Find on the Web pages of the Office's work with portals and offers jobs to which they only need basic education. How much is there? Would it be possible to feed themselves and their families in the future is basic education?

Look at job offers, what type of employment contract, the employer has to offer. In the Czech Republic there are several types of labour legal relations. The base is a classic employment with a fixed working hours. That may arise on the basis of the contract either for a fixed period or indefinitely. The second common type of contract is the agreement for the implementation of the work. Find the patterns on the Internet contracts and compare the advantages and disadvantages of both types of work contracts.

A job seeker can use the services of employment mediation committee set up by the State and managed by the employment office. After working the exact time given by the law on employment of the country concerned is an employee of contributing to the social insurance system, when it comes to work, are entitled to several months lasting unemployment benefit intended to cover its cost of living during the search for a new job.

*Exercise icon* – Find out where your city employment office, which services provides job seekers and what are the requirements for an application for unemployment

benefits. What is the duration and amount of unemployment benefits? What conditions must be met precisely for the recognition of requests for unemployment benefits?

## Worksheet 6: Game for a job interview

(Class 9, simple version)

This game shows you how about fresh graduate job interview is medium or high school in search of their first job. In the game there are only two roles, the role of recruiters and the role of the applicant, to which draw instructions and indications. The game is intended for an even number of players. There are 15 jobs as well as 15 profiles of candidates. In the second replay, you Exchange roles, and after another draw will play the role of recruiters for job-seekers and vice versa the candidates the role of recruiters.

**Schedule a short version of the game:** 5 minutes introduction, 10 min., 10 min.  
preparation the first game, 10 min., 10 min.  
preparation the second game (changing roles)

Longer variant of the game begins with lots of roles at the end of a lesson. Preparing for the role is specified as a homework assignment and roll-play for a job interview is played to all of the following lesson. This makes the left more time for joint discussion and summary.

*Exercise icon* – Cut the cards with texts classified ads and flashcards with indicia for applicants, stir and place them on the table side with the text facing down. Each class chooses one card. Then divide into two groups, the Group of the recruiters and job seekers. The rest is up to your imagination and creativity. You have 10 minutes to prepare for your role. Applicants during this time prepare a fictional biography based on winning. HR professionals will create the ad and questions that will ask candidates. Take advantage of the important professional names, concepts from the scope. If you do not know, find out what they mean on the Internet. The teacher will help you to quickly find among themselves. In pairs, then make a short job interview. Then collect the leaves and create two separate stacks, from which draw instructions for the opposite role.

**Evidence for the role of corporate recruiters (requirements)**

PERS	Computer programmer, working for foreign clients, necessary, English, high salary
PERS	Auto mechanic, engine diagnostics, communication with customers, work overtime
PERS	Auditor in electrical engineering, reliability, and integrity, knowledge of standards
PERS	programmer of CNC machines, active knowledge of German, reading drawings
PERS	Production preparation, knowledge of standards, experience, responsibility
PERS	Plumber, heating, water, gas, practice of min. 2 years, driver's license, overtime
PERS	Welder, at least 5 years of experience, knowledge of standards and read drawings
PERS	Sales representative, communication with people, acquiring customers, contracts
PERS	Payroll accountant, min. 2 years experience, integrity, accounting software
PERS	Teacher of mathematics, computer science, or physics teaching as the second subject
PERS	Chemical engineer, 5 years practice, knowledge of standards, comm. with suppliers
PERS	Nurse of a medical practitioner, management of file cabinets, communicative
PERS	Site Manager, knowledge of standards, active driver, willingness to remark
PERS	Secretary in the company communication via email and telephone
PERS	An associate of the law firm, drawing up contracts, search in laws

**Evidence for the role of job seekers (documents for the CV and interview)**

CAND	University education, Informatics, programming languages Java, C++, HTTP, SQL
CAND	Secondary vocational school, field mechanic/Mechatronics, 3 years experience
CAND	High school education, Decree 50/1978 on the work wit electric circuits
CAND	Secondary school of mechanical engineering, metalworking practice
CAND	Mechanical engineering, enterprise systems, 2 years experience in manufacturing
CAND	Qualification in the plumber, focus on water supply, the willingness to learn
CAND	Secondary school of mechanical engineering, welding tests, practice abroad
CAND	Basic education, sale of mobile phones and services of mobile operators
CAND	Economics, corporate, and payroll accounting, without practice
CAND	A graduate of the Faculty of Education majoring in mathematics
CAND	A graduate of chemical technology, the practice in the food industry for 1 year
CAND	Health care studies, are interested in the latest trends, a willingness to learn
CAND	Secondary school for construction engineering, knowledge of CAD drawing
CAND	MS Office, writing all the ten, knowledge of English and other foreign language
CAND	A Bachelor's degree from the Faculty of law, master's degree in progress

