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1. CURRICULUM VITAE

Come redigere un Curriculum Vitae

Il Curriculum Vitae deve essere chiaro, conciso e schematico. Non deve essere più lungo di un paio di pagine e deve:

- essere scritto in prima persona;
- contenere i dati personali del candidato;
- elencare i titoli di studi conseguiti e gli impieghi avuti;
- mettere in rilievo quelle qualifiche, esperienze e qualità attinenti al tipo di stage per il quale si fa domanda;
- fornire il nome e l'indirizzo di un referente (preferibilmente un ex insegnante o un ex datore di lavoro);
- contenere informazioni sul carattere e sugli interessi personali del candidato.

EXAMPLE OF CURRICULUM VITAE

Veronica Betts
16 Lowly Ave
Harton ZX2 BY4
Tel. 0128 451 1540

A confident, flexible communicator with excellent social skills and varied work experience in retail and business areas, telesales, direct sales and customer service in a wide range of occupations.

RELEVANT SKILLS

- Interpersonal and social skills used in all employment and experience to date.
- Communication skills – both verbal and written, particularly used in recent Trade Development managerial role.
- Customer service skills and experience from retail, wholesale and direct sales environments.
- Flexibility and adaptability, proven by ability to juggle two and three part-time work contracts at the same time.
- Business/ information technology/keyboard skills – particularly connected with customer databases and computerised mail order systems.

EMPLOYMENT HISTORY

June 94 – April 1998 *Balks Cash and Carry*

Assistants Trade Development Manager
Promotion to this post, which involved visiting customers for promotional purpo ses, canvassing and registering prospective and new customers over a regional area, analysis of computer reports and public relations work.

August 93 – June 94 *Purchase order clerk as above*

Responsible for processing product orders and maintenance of computer systems including telesales on a day-to-day basis.

April 92 – August 93 *Receptionist as above*

Duties included dealing with customer enquiries and registration, financial tran sactions and general admin.

EDUCATION

This took place at Blessed Margaret School, Balton. I have a good fluency in spoken French.

Recently I completed a short course on Interior decorative techniques at Harton College.

PERSONAL

I have undertaken a variety of jobs which have helped me to be multi-skilled and adaptable. These have included calculating bets for a local bookmaker working for an accountant and catering at various levels in my spare time I enjoy music sewing and cookery.

2. LETTERA DI CANDIDATURA

La lettera di presentazione è molto importante, sia per chi risponde ad un annuncio sia per chi si candida autonomamente generalmente, infatti, determina la prima impressione che il datore di lavoro ha del candidato.

Pertanto, la lettera deve:

- contenere un preciso riferimento all'annuncio al quale si risponde, dove si è visto, eventuali numeri di riferimento, oppure delle chiare indicazioni sul tipo di espe ienza di lavoro che si sta cercando;
- spiegare perchè si è interessati a questo tipo di lavoro e perché si vuole lavorare per l'organizzazione in questione;
- dimostrare che si è la persona giusta per questo tipo di lavoro e per l'azienda;
- contenere un breve sunto del Curriculum Vitae;
- indicare quando si sarà disponibili per un colloquio, se ci si propone autonoma mente all'azienda indicare quando e come si ricontatterà l'azienda successiva mente;
- evitare di usare uno stile troppo formale;
- trasmettere entusiasmo e disponibilità.

EXAMPLE OF COVERING LETTER

Mrs A Roberts
4, Exhibition Street
Ilkley
LS29 4JD

14th April 2002
Dear Mrs Roberts,

NANNY VACANCY
II would like to apply for the above position advertised in The Lady magazine. I have enclosed my CV for your information.At present I am student on the two-year BTEC National Diploma in nursery nursing at Kingswood College. I am due to finish the course on June 28 and will be available to start work immediately.
You will see from my CV that I have gained a lot of practical experience working with children and I particularly enjoyed the two-week family placement looking after triplets. It was very hard work but at the same time lots of fun.
In your advert you mention that you have two girls aged 4 years, and 18 months old. I feel I have the relevant experience to look after your children and have had lots of dealings with children of that age during my time at college. I also regularly look after my sister's children, aged 2 and 4 years. I have my own transport and am more than willing to take the children out on trips to the park or shops.
I hope this letter is of interest to you. I will be happy to supply you with any further details and I am able to come and talk to you at any time. I look forward to hearing from you soon.

Yours sincerely
Susan Smith

Ms Susan Smith
14 Rhode Street
Queenswood
Bradford
BD24 1JX

3. COLLOQUIO DI SELEZIONE

Generalmente le aziende prima di offrire un impiego ad un lavoratore sottopongono il candidato ad un colloquio. E' consigliabile prepararsi prima del colloquio facendo qualche ricerca sull'azienda, la struttura e l'impiego offerto. Inoltre, è opportuno portare il proprio Curriculum Vitae e prepararsi a rispondere a domande relative alle proprie esperienze e al proprio percorso educativo.
E' possibile che la prima domanda sia del tipo: "Mi parli un po' di se"
Occorre rispondere in pochi minuti, tralasciando la storia della nostra vita e puntare su quegli aspetti che ci sembrano più interessanti come elementi di valutazione: la capacità di lavorare duro, di non perdersi d'animo di fronte alle difficoltà, ecc.
Molte delle domande che ci saranno rivolte faranno riferimento alle nostre precedenti esperienze di lavoro. E' importante far capire che si hanno degli obiettivi professionali precisi e che le competenze sono giuste e in sintonia con quelle richieste dall'azienda.

Il datore di lavoro apprezzerà se si dimostra di essere in grado di prendere l'iniziativa, di agire con autonomia, di saper organizzare il lavoro di altri, di riuscire a lavorare in team. Alcune domande potrebbero scaturire da qualche esperienza non proprio positiva (voto di laurea non molto alto, periodi di disoccupazione) così facendo si vuole valutare la capacità di reagire di fronte alle difficoltà e agli imprevisti. Va bene dimostrate di essere consapevoli dei nostri punti deboli e di essere disposti ad affrontarli e a risolverli. Potrebbe anche esserci posta questa domanda: "*What do you think you will be doing in five years' time?*" Fra le risposte più apprezzate ci potrebbe essere quella di immaginarsi più ricchi di esperienze e di competenze, con un lavoro di maggiore responsabilità. E' positivo avere una certa dose di ambizione ma non è bene andare troppo lontani dalle nostre reali possibilità.

EXAMPLE OF SELECTION INTERVIEW

Name: Paul Strong
Age: 21
Degree: BSc in Geography, Loughborough University
Current employer: Abbey National
Job Title: Management Trainee

"I chose this type of work because I liked the idea of working in an environment with everyday customer contact, solving people's problems and doing a variety of tasks. I also wanted the challenge of having to manage my own time effectively as well as managing other people. I applied for half a dozen jobs in retail/resource management using application forms available at, or through, the Loughborough University careers service. It's definitely worth going to your university careers service before your final year.
Although my degree did not provide me with specific skills relevant to obtaining my present job, it did provide me with a good general foundation in practical skills, presentation skills and decision-making that undoubtedly helped me at interviews.
My job involves a variety of activities, including interviewing customers about investments and lending, responding to customer enquiries and reviewing our customers' needs, managing my diary and the staff I work with, plus performing other typical banking transactions.
My degree gave me solid grounding in communication and presentation skills, as well as basic computing knowledge. The coursework element of my degree meant I had to manage my time effectively and this has proved invaluable in my job. My degree experience has also helped me when I've had to absorb information during training courses and revise for the examinations.
My advice to other graduates is to find out as much as possible, from a variety of sources, about the companies you apply to. This not only helps you make an informed choice; it also makes you appear more professional and knowledgeable at the interviews.
Apply only companies you are truly interested in working for: if you aren't interested, it will be evident at the interview!
And remember, It is usually a good idea to write a "Thank you note" after the interview"

GLOSSARIO

Career Centres – Centri d'Informazione e di Orientameto al Lavoro

Covering Letter – Lettera di presentazione

Holiday Camps – Centri di Vacanze Educativi

Language Activity Centres – Centri Vacanza per l'Apprendimento della Lingua Inglese

National Insurance Contributions
Assicurazione Nazionale contro gli Infortuni

National Minimum Wages - Retribuzione minima oraria
Temping – Lavoro Interinale

FONTI

Pubblicazioni

"Studying and Living in the United Kingdom – A Guide for International Students and Visitors" Edited by Jane Woolfenden, The British Council, 1999.

"Working Holidays" Year 2000. London, The Central Bureau, 1999.

"The Directory of Summer Jobs in Britain". Edited by David Woodworth, Unwin Brothers Ltd., Surrey, England, 2000.

"Working in the Voluntary Sector". Graig Brown. London, How to Books, 1998.

"Occupations 2001". Edited by Peter Turvey. Crown copywrite, 2000.

Siti Web

AISEC - www.uk.aiesec.org

British Council - www.britishcouncil.it

English in Britain - www.englishinbritain.uk.co

Ente per il turismo britannico - www.visitbritain.co.uk.

HOBSONS Web - www.get.hobsons.com/plac_vac_work.html

London Careers Net - www.londoncareers.net

National Centre for Work Experience - www.nce.com/

National Job Bank Prospects Web - www.prospects.cus.ac.uk

Netwise - www.netwise.ac.uk/graduates/getjob

Prospects Web - www.prospects.ac.ac.uk

Ministero Italiano della Sanità - www.sanita.it/netlink/pilota/scencitta.htm

SOLOTEC career centres - www.solotec.co.uk/careers/centres.htm

Università di Cambrige - www.cambridge-efl.org

Council for National Parks:

- www.cnp.org.uk
- www.cnp.org.uk
- www.cnp.org.uk/job_opportunities.htm

Countryside Jobs Service – www.countryside-jobs.com

Naturenet - www.naturenet.net

Dartmoor National Park Authority
www.dartmoor-npa.gov.uk

Exmoor National Park Authority
www.exmoor-nationalpark.gov.uk

Lake District National Park Authority
www.lake-district.gov.uk

Northumberland National Park Authority
www.nnpa.org.uk

North York Moors National Park Authority
www.northyorkmoors-npa.gov.uk

Broads Authority
www.broads-authority.gov.uk/broads/indexie.html

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