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Project “Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region”
is co-financed by the European Union through European Regional Development Fund under the Interreg V-A Romania-Bulgaria Programme.
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COURSE

PRESENTATION SKILLS FOR JOB SEEKERS



The course was designed within the framework of Activity 4 under the project „Integrated Solutions for Employment in Culinary Arts and the Restaurant Sector for a Qualified and Inclusive Bulgarian-Romanian Cross-border Area”, co-financed by the European Union through the European Regional Development Fund within the framework of the Programme Interreg V-A Romania-Bulgaria. The project is being implemented by the Association Dobruzhza Agriculture and Business School” /DABS/, Dobrich, Bulgaria in partnership with “Choose Your Profession” - Vocational training center, Constanta, Romania.



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1. Objective of the training

The training course "Presentation Skills of Job Seekers" aims to increase motivation and promote self-esteem, create incentives for acquiring new competencies as demanded by the labour market, to improve competence in job search, to develop key practical skills for a more successful present for a successful performance in the process of searching the desired positions in the labour market.

Sub-objectives:

- ◆ Acquiring skills for job application documents preparation
- ◆ Acquiring skills to use the ways for self-presentation
- ◆ Learning the behavioral rules and skills for direct communication with employers in the process of job search

2. Target group

Young people aged between 16 and 28 years, jobs seekers and those already employed in the sphere of restaurants and culinary arts in the Bulgarian-Romanian cross-border area.

3. Hours of training:

The training will be conducted within 8 teaching hours.

4. Contents

The training programme topics for the course "Presentation Skills of Job Seekers" are structured in two modules - **Preparation of job application documents and Preparation for a job interview with an employer.**

The program is intended mainly for job seekers and those with a high level of personal motivation to go back to the labour market. The training will be carried out after a special selection of organized events aiming at training and preparation for labour mobility in the cross-border area, within the framework of Activity 4 under the project „Integrated Solutions for Employment in the Culinary Arts и Restaurants Sector for a Qualified and Inclusive Bulgarian-Romanian Cross-border Area”.

5. Expected results

The programme of the training enables students:

- to prepare and arrange in the proper order the information in their application documents
- to plan the preparation for their presentation
- to structure the methods of their successful presentation
- to acquire skills for a free public speaking and presentations



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6. Curriculum

No	Module	No.of teaching hours
1.	Preparation of job application documents	4
2.	Preparation for an interview with an employer	4

7. Study programme

Module 1: Preparation of job application documents

Job application documents		
No	Topics	Working methods
1.1	Autobiography <ul style="list-style-type: none"> • What is CV (Autobiography)? • Main principles to observe in order to create a good autobiography • What do you need to include in your autobiography? • How should you use your autobiography? 	Lecture Exercise: CV preparation /completing forms/
1.2	Motivation letter <ul style="list-style-type: none"> • Useful information to help you write your motivation letter; • What you should never include in your motivation letter 	Lecture Exercise: Preparing a motivation letter
1.3	Job application forms <ul style="list-style-type: none"> • Advices on how to fill in the application forms 	Лекция Exercise: completing job application forms

Module 2: Preparing for an interview with an employer

No	Topics	Методи на работа
1	Interview - what should we know about it	Lecture, discussion
2.	Self-presenting	Behaviour training



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8. STUDY MATERIALS

EXERCISES AND ASSIGNMENTS TO MODULE 1

1. Job application letter

Purpose: This exercise will help you advertise better yourself, and to write a motivation letter to meet the requirements for the particular job.

Below is a vacancy notice about a job in the food industry. Read carefully the job position and the instructions.

JOB NOTICE FOR A WORKER IN THE FOOD INDUSTRY

(an example)

Company/organisation: “Birdy“ OOD,

Address: 14, Orel Street, Sofia

Business line: Food industry

Level of education completed: primary education, secondary education, university education, vocational education, postgraduate qualification, etc.

Expected experience: 0-1 year

Form of employment: permanent, full-time

Working hours: 9:00 - 17:00 hrs

Test period: 3 months

Professional level: beginner

Job position description

- ☐ processing of poultry
- ☐ boning with a proper technique
- ☐ molding the meat with fried and marinated products
- ☐ heat treatment of meat
- ☐ cleaning and disinfection of the workplace and equipment.

Expectations:

- ☐ primary education at minimum
- ☐ willingness to work
- ☐ good physical condition.

What we offer:

- ☐ convenient working hours,
- ☐ employment relationship for a fixed period with an opportunity for employment under permanent contract



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☐ regular payment of remuneration

Here is an application letter. Now you should arrange the application letter according to the job notice above. There are several elements under the letter, which you could include in it. Select the correct elements. Please note that it is not appropriate to include all the elements in the application letter.

On the sheet, you could check in the box beside the element, as follows:

- if the element is correct;
- × if the element is wrong.

JOB APPLICATION

- ☐ Element 1: 1000 Sofia
- ☐ Element 2: I have two children.
- ☐ Element 3: 2, Rozova dolina Str.
- ☐ Element 4: I am registered with the Employment office and can start work right away.
- ☐ Element 5: I spotted your job notice and would like to apply for the job.
- ☐ Element 6: Application for worker in the food industry.
- ☐ Element 7: I have no experience in the sphere of food industry.
- ☐ Element 8: I am looking for a new job, as I did not get well with my previous boss.
- ☐ Element 9: Birdy OOD
- ☐ Element 10: I was happy to spot a job notice for worker in the food industry.
- ☐ Element 11: I have certain experience which could be of use to your company, so allow me to introduce myself.
- ☐ Element 12: You have to hire me, for I am ideal for the job.
- ☐ Element 13: I perform my duties conscientiously, and I take full responsibility as a loyal employee of the company. I pursue practicality and excellent achievements in business, as well as in my personal life.
- ☐ Element 14: In the last five years I've been working at a factory for production of baby food. I acquired a lot of knowledge, which I could use at your company, and I am quite handy. I am in a good physical condition and I am willing to work. You could find more detailed information about me in the enclosed autobiography.
- ☐ Element 15: Ciao, ciao, Petya
- ☐ Element 16: To the attention of
- ☐ Element 17: Taking into consideration the requirements profile, I am convinced that thanks to my knowledge and professional experience I could contribute to your company development.
- ☐ Element 18: Hello!
- ☐ Element 19: I'll be looking forward to your reply.



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- ☐ Element 20: My expected salary is in the amount of 800 levs.
- ☐ Element 21: Respectfully yours, Petya Ivanova
- ☐ Element 22: Sofia, 10.8.2013

TIPS

- Write where you have seen the job notice and why you are applying for the position.
- In the second paragraph, show your interest to the company and its products.
- Make sure you have written that you are enclosing your autobiography, so that they could read more details about your experience.
- Be clear and make the letter concise and to the point.
- Use the correct address.
- Show a professional, yet hearty and friendly approach.
- Use a different style, so that stand out from the crowd.

2. Autobiography

Purpose: The purpose of this exercise is that you show the knowledge you have acquired up to the moment of your Autobiography preparation.

Below you will find two completed sample autobiographies. Please read carefully both documents and choose the more appropriate one.

Autobiography No.1

PERSONAL INFORMATION	
Last name/First name	Petya Ivanova
Date of birth	3.10.1979
Address	2, Rozova dolina, 1000 Sofia
Telephone	02 812 34 56
E-mail	petya.ivanova@gmail.com
Marital status	Single



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EDUCATION AND TRAINING	„St.St.Cyril and Methodius” Primary school
Name of the educational institution and completed level of education.	
WORK EXPERIENCE	Detska Hrana (Baby Food) OOD - work in the production
FOREIGN LANGUAGES	Passive level
English	Passive level
Croatian	
COMPUTER SKILLS AND COMPETENCES	MS Office pack, Internet, e-mail
DRIVING LICENCE	B Category
OTHERS	2003 Telephone operators training course 2006 English language course - basic level Free time - going out with friends, doing crossword puzzles I am currently registered at an Employment office.

Autobiography No. 2

Personal information	
Last name/First name	Petya Ivanova
Date of birth	3.10.1979
Address	2, Rozova dolina, 1000 Sofia
Telephone	02 812 34 56
E-mail	petya.ivanova@gmail.com
Marital status	



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EDUCATION AND TRAINING			1986 - 1994
Name of the educational institution and completed level of education.			„St.St.Cyril and Methodius” Primary school
WORK EXPERIENCE			January 2002 - 2007
Duration			“Detska Hrana” (Baby Food) OOD Food industry
Name and address of employer			Operator assembly line:
Type of the business activities or the branch or the industry			- Peeling fruits and vegetable
Occupation or position			- Mixing fruits and vegetables
Main activities and duties			- Cleaning jars.
			- Disinfection of the workplace and the working instruments.
			- Heat treatment.
			- Cleaning the workplace.
			- Removing seeds from fruits and vegetables.
			- Stuffing jars with mixtures
			- Packing jars.
Duration			1995 - 2002
Name and address of employer			ETOS OOD
Type of the business activities or the branch or the industry			Production of hygiene materials /Production sector
Заемана длъжност или позиция			Operator assembly line
Main activities and duties			- Packing and wrapping of various hygiene materials
Occupation or position			- Transportation of hygiene materials
Main activities and duties			- Taking care of the cleanliness in the workplace.
			- Taking care of the records related to the performed work.
FOREIGN LANGUAGES			
English			Passive level
Croatian			Passive level
COMPUTER SKILLS AND COMPETENCES	MS Office pack, Internet, e-mail		
	B Category		



DRIVING LICENCE	
OTHERS	2003 Training course in carpentry 2006 English language course - basic level Free time - handwork, I do sports, and crossword puzzles)

EXERCISES AND ASSIGNMENTS TO MODULE 2

Etiquette at a job interview

After the preparation of a convincing CV, the interview is the second important step towards the job we want. Many people, however, make certain mistakes that can cost them the desired job. Therefore, we offer some tips on the etiquette and protocol of behavior during and after the interview.

Before the interview

- Do not be late. You are not only expected to be accurate, but arrive 10-15 minutes earlier. Provide enough time to move to the location: remember that you may be stuck in a traffic jam, search for a parking space, have trouble locating the exact address, or even lose yourself. Still, remember that you must arrive no earlier than 10-15 minutes before the scheduled time.
- Turn off your mobile phone. If you forget to do it and it rings during the interview, it will certainly not appeal to the interviewer and may even cost you the place you are applying for. So do not let this mistake distort your good performance.
- Dress properly, no matter what post you are applying for. You will certainly not be wrong if you bet on the conservative style. Clothes should not attract the attention of others but contribute to the good impression you will make. Remember that when we dress well, we show respect for ourselves and others.
- Go to the toilet before and never during the interview.

During the interview

- Make a good first impression. Be careful how you behave from the moment you enter the building until the moment you leave. Be kind with everyone you meet: it is not clear if the interviewer himself is not among them.



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- The bent stand does not make a good impression, so walk straight. This way you will surely look more confident.
- Do not underestimate the good handshake. It must in no case be subtle. Stretch your fingers and squeeze the hand of your interlocutor. The handshake should be short, it's good to stand up, otherwise you will be disrespectful. Wait for the interviewer to reach out first. Also remember that you do not have to enter your interlocutor's private space. If you are going to communicate with a foreigner, get acquainted with what is accepted in his country, as there are some differences between the different cultures.
- Wait for you to be invited before you sit down. Do not put your bag on the desk, but on the ground or on the chair beside you. Take notes on paper, not on your laptop.
- Do not ignore the body language because it plays a major role in the impression we will create in people. Stay upright and do not cross your legs. Do not turn around in your chair. Do not hide your hands under the table because this will be interpreted as a sign of uncertainty and anxiety. Remember that you do not have to do too many gestures with your hands. Take a pen if you think this will help. Do not take loosened posture because instead of showing confidence and lack of worry, this will be interpreted as a disrespect for your interlocutor.
- Keep a good eye contact and do not forget to smile. The smile reveals confidence and predisposes our interlocutor. It also shows that we are a nice person, which will surely be appreciated by the interviewer.
- You are expected to have studied the company you are applying for. The interview is the time when you can impress your interlocutor by asking relevant questions to show your interest.
- Do not wait too long before answering the questions you have been asked.
- Do not interrupt your interlocutor.
- Do not lie in the interview about the knowledge and skills you have, because sooner or later the truth will come out and you can be in a bad situation.
- Do not vilify the former employers even if they have not treated you correctly.
- Finally, thank for the interviewer's time.



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If the interview is a call for lunch

If your current job requires business meetings of this type, lunch is a way for the interviewer to get a complete picture of your manners and knowledge of the business etiquette in different situations. Treat respectfully the staff, watch what you order to eat, and do not consume alcohol even if your interlocutor order: it is not known whether this is a way to test you. Wait for the person against you to begin with the actual subject of a conversation - this will happen after the lunch itself. Pay the entire bill, not just what you consume.

After the interview

It is good to thank in written form for the interviewer's time, which should be done within 24-48 hours after the interview. Send an email if you feel that a simple letter will be delayed too long.

The job interview does not exclude the importance of a well-written CV and the experience you have, but it allows you to show how you behave and communicate with others - a factor that is also not to be underestimated.

1. What should you do before an interview?

Purpose: The exercise aims to acquaint you with useful information about the process of carrying out an interview. It will show and explain to you, why some activities are useful and others are not.

You have applied for a position and were invited to an interview. Congratulations, you passed the first phase and are one-step closer to obtaining the job. However, do not get happy in advance, they still have not hired you. Everything depends on you and your performance at the interview, and it is very important that you are well prepared.

Select four things from the list below, which you consider the most important:

- A. Learn more about the company
- B. Go to a party on the day before the interview
- C. Find the company address, so you understand how to get there and how long it is going to take
- D. Go to bed early on the night before the interview
- E. Take a shower before getting dressed
- F. Talk with your family and friends about the job
- G. Buy new clothes before the interview
- H. Ask about the job description of the position



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- I. Buy new furniture for your room, because soon you will have a new job
- J. Choose the clothes to wear at the interview on the day before it
- K. Talk with your advisor about the interview
- L. Make sure you will have a good sleep, so that you do not feel too tired at the interview

Now look at the answers and check what they could mean

A - Find some more about the company

This is very important. It is good to know as much as possible about the company before you go to the interview. If you manage to show the interviewer that you have made a research on the company activities, he/she will understand that you are really interested in a place in the company.

B - Go to a party on the night before the interview

This is a very bad idea. You have to be fresh looking, calm and focused on the interview, and not exhausted and smelling of stale alcohol or cigarette smoke. If you were exhausted, you would not be able to concentrate well.

C - Find the company address, figure out how to get there and how long it is going to take.

This is important. If you know where the company office is, you should also know how to reach it on time.

D - Go to bed early on the night before the interview

This is a good idea. It is important that you are rested and awake.

E - Take a shower before getting dressed

This is a good idea. It is important that not just look well, but also smell well. It is possible that the interview is held in a small room and most probably, the interviewer will not be very pleased if you produced any strong smell. So be careful with the perfume - do not apply too much.

F - Talk with your family and friends about the job

This may be a good idea. A new job could change your way of living, so it is good if you inform the people close to you that this may happen. On the other hand, you could find out that talking with many people about the topic could make you too much confident. If you were told all the time that you are going to be hired, just remind yourself that your family and friends love you and it is possible that they are telling you what they think you would like to hear.

G - Buy new clothes before the interview

This may be a good idea, if you think you do not have proper clothes, otherwise just don't spend any spare money. It is a good idea to buy something classic, which would be suitable for all interviews. Make sure your clothes are clean and ironed.

H - Ask about the job description of the position

2. What are you going to take with you?



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Purpose: The exercise aims to acquaint you with some useful information about the interview process. It will show and explain to you, why it is good that you take certain items with you, and skip other ones.

What do you think you should take at an interview?

Do not worry - you do not have to carry a briefcase, however you should not be going with nothing. Think what you might need - this way you will show the possible employer how organized you are.

Select five items that you would take with you at an interview and drag them in the middle.

If you are doing the exercise on paper, just tick beside the correct answers.

- | | | |
|--|--|--|
| <input type="checkbox"/> Notebook | <input type="checkbox"/> Makeup | <input type="checkbox"/> Map |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Calendar | <input type="checkbox"/> List of questions |
| <input type="checkbox"/> Certificates | <input type="checkbox"/> Chocolate | <input type="checkbox"/> References |
| <input type="checkbox"/> Job description | <input type="checkbox"/> Pencil or pen | <input type="checkbox"/> Perfume |
| <input type="checkbox"/> Autobiography | <input type="checkbox"/> Mp3 player | <input type="checkbox"/> Mobile phone |

Good. Let us see what you have chosen!

What you will be taking at the interview depends on the application requirements. There are certain things that are always good to take, this way you are showing your potential employer that you are prepared and willing.

You should have chosen:

- ☐ The notebook, the pen or pencil are very useful, as you may need to take notes.
- ☐ A map - as already mentioned in the previous exercise - it is very important that you check the address before the interview - you should know where you are going and how long it is going to take to get there. So do not forget the directions!
- ☐ The job description - Many employers check if their possible employees know which job they have applied for. This is why it is good to carry with you the job description. And not just take it with you - do not forget to read it.
- ☐ Certificates - do not forget to take them. Thanks to them, you could show the interviewer that you possess the qualifications that they are looking for and that you have really passed the exams.
- ☐ A list with questions - it is a good idea to have some questions written beforehand. You should not ask about the payment or the right of leave, the employer will tell you himself; asking questions of this kind would look as if you are interested in the money and not in the position itself. An example of a good question would be: How about the perspectives for a future training?



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- ☐ Your autobiography - this is a good reference tool and it is a good idea to take an extra copy, in case the interviewer does not have one at hand.
- ☐ Recommendations - if you have any written recommendations, you can show them to the interviewer and offer him/her a copy.

TIPS

- * Be on time.
- * Learn the name of the interviewer and greet him/her with a confident handshake.
- * Behave well with anyone you meet.
- * Relax and answer short and concise to every question.
- * Use a proper and correct language and avoid colloquial words.
- * Be cooperative and show enthusiasm.
- * Use the body language to show your interest - use eye contact and do not stay hollow and hunched.
- * Ask questions about the position and the organisation, but avoid questions with answers that could be easily found on the company website.

9. Annexes

Motivation Letter

First name Last name

Address:

Tel: e-mail:

Mr.

/Name of organisation/

/Address of organisation/



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/place/

Bulgaria

Job notice Ref.no.: /if applicable/

Dear Mr.

In reply to..... I would like to express my interest in

I would like to present herewith my application for Please kindly consider my application for ..., and I am interested in ... Because of ... With this letter I would like to apply to your job notice for the position, published inThrough this letter I would like to apply in ..., hoping that I could respond to the interests and needs of in.....

In the last years I've been working in the field of..... Part of my duties were to I am convinced that ... It is a pleasure for me to work in the field of ... My experience in In the work process as aI have a qualification in the field ofI have a diploma inWhat I've learned during my degree prepared me to ... During I had the opportunity toCurrently I study The key moments in my autobiography are ... The key aspects in my biographical history that I would like to stress on, areMy key skills which in my opinion contribute to ... I believe I possess the necessary skill asThe added value of my training would be ...

Yours Respectfully,

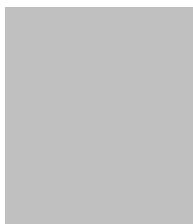
Signature.....

Date:.....

/First and last name/



PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

- Replace with house number, street name, city, postcode, country
- Replace with telephone number Replace with mobile number
- State e-mail address
- State personal website(s)
- Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF
(or other) level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

[Add separate entries for each course. Start from the most recent.]

PERSONAL SKILLS

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

[Remove any headings left empty.]

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:
▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired.



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Example:

- leadership (currently responsible for a team of 10 people)

Job-related skills

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.

Example:

- good command of quality control processes (currently responsible for quality audit)

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

Driving licence

Replace with driving licence category/-ies. Example:

B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Presentations	Example of publication:
Projects	▪ How to write a successful CV, New Associated Publishers, London, 2002.
Conferences	Example of project:
Seminars	▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Honours and awards	
Memberships	
References	
Citations	
Courses	
Certifications	

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.



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9. Annexes

Motivation Letter

First name

Last name

📍 Address:

📞 Tel: ✉ e-mail:

Mr.

/Name of organisation/.....

/Address of organisation/

/place/

Bulgaria

Job notice Ref.no.: /if applicable/

Dear Mr.

In reply to..... I would like to express my interest in

I would like to present herewith my application for Please kindly consider my application for ..., and I am interested in ... Because of ... With this letter I would like to apply to your job notice for the position, published inThrough this letter I would like to apply in ..., hoping that I could respond to the interests and needs of in.....

In the last years I've been working in the field of..... Part of my duties were to I am convinced that ... It is a pleasure for me to work in the field of ... My experience in In the work process as aI have a qualification in the field ofI have a diploma inWhat I've learned during my degree prepared me to ... During I had the opportunity toCurrently I study The key moments in my autobiography are ... The key aspects in my biographical history that I would like to stress on, areMy key skills which in my opinion contribute to ... I believe I possess the necessary skill asThe added value of my training would be ...

Yours Respectfully,

Signature.....

Date:.....

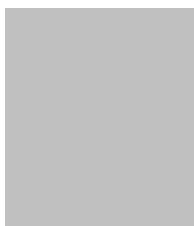
/First and last name/



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE!



PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

- Replace with house number, street name, city, postcode, country
- Replace with telephone number Replace with mobile number
- State e-mail address
- State personal website(s)
- Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF
(or other) level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

[Add separate entries for each course. Start from the most recent.]

PERSONAL SKILLS

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

[Remove any headings left empty.]

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager



Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired.
Example:
▪ leadership (currently responsible for a team of 10 people)

Job-related skills

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
Example:
▪ good command of quality control processes (currently responsible for quality audit)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:
▪ good command of office suite (word processor, spread sheet, presentation software)
▪ good command of photo editing software gained as an amateur photographer

Driving licence

Replace with driving licence category/-ies. Example:
B

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References
Citations
Courses
Certifications

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Example of publication:
▪ How to write a successful CV, New Associated Publishers, London, 2002.
Example of project:
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES

Replace with list of documents annexed to your CV. Examples:
▪ copies of degrees and qualifications;
▪ testimonial of employment or work placement;
▪ publications or research.