

UNIVERSITY OF WALES TRINITY SAINT DAVID

**Course Title: ACADEMIC AND EMPLOYABILITY SKILLS (ACE)
TERM 2**

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INTRODUCTION

The purpose of this report is to reflect on how this module has helped developed my academic and employability skills. I plan to do this by focussing on showing an understanding on how to write a better cover letter and CV by using Gibb's reflective model.

COVER LETTER

According to Cheary M (2019), a cover letter is a document that goes along with one's cv. It introduces you to a prospective employer and summarises why you are suitable for the job. A cover letter must not be a list of everything you have done but should supplement your CV rather than repeating the information in the cv. It is your first opportunity to make a good impression and impact.

WHY IS A COVER LETTER IMPORTANT?

By writing a cover letter, it makes your job application stronger as the employer will know more about you than a cv can. This will help you cover topics that you weren't able to fit in your CV (Cheary M 2019). Always remember to refer to your cv in your cover letter. Generally, you have to show that you care about what they care about when writing a cover letter. Focus on impact and not task. This makes you different from anyone else. Example "my compassionate attitude towards patients keeps them happy even in a stressful atmosphere." Talk about how the role fits into your career plan. Example: "the confidentiality of my patients is kept in their best interest." This will make your cover letter stand out and make your prospective employer want to invite you for an interview and further employ you in the company.

GIBB'S REFLECTIVE CYCLE

Graham Gibbs developed the Gibb's reflective cycle in 1988 to allow you learn and plan from your experiences that either good or weren't good. This cycle has six stages (university of Edinburgh, 2019)

1. Description: This is where the situation is described like saying what happened, where and when it happened.
2. Feelings: This is will be about how you felt or thought about a particular situation. How you felt before and after that situation.

3. Evaluation: This is where you have to be as honest as can be about the situation, saying both positive and negative of your experience.
4. Analysis: You make out something from the situation that happened. That is, making a meaning from it.
5. Conclusion: This is about what you had gained and learnt differently.
6. Action plan: In this stage, you are ready to do something different in the same situation if it occurs again.

REFLECTION ON COVER LETTER

I have had the opportunities to write cover letters to some companies before now, seeking for employment but didn't really understand what a cover letter was in the real sense of it. It was just the layman's way, the everybody type of way and the common way of writing three or four sentences after writing your heading.

Example:

APPLICATION FOR EMPLOYMENT

I hereby apply for the position of health care assistant in your company. I have attached my curriculum vitae for your necessary action. Thank you in anticipation of your response.

Yours faithfully

Eton Larry

Coming to this university and throughout my lectures on cover letter, I was so thrilled by the amazing way the lecturer taught it. The class exercise on cover letter showed I had greatly improved and able to write a better cover letter which got me a very impressive remark from my lecturer.

CURRICULUM VITAE (CV)

A CV is aimed at making your employer know all about you and skills making them want to offer you a chance in a formal selection process (Morgan P, 2017). A CV is a document or record about your personality, educational background and work experiences or skills. It is an advertisement of you. One important point to remember is tailor it to the job or opportunity applied for (Moodle). It is a very important part of

any search for a job where you mention your skills, experience and qualification. A CV is called curriculum vitae used for different reasons but mostly to send to prospective employers to enable one get a job (Rolfe, 2019)

STRUCTURE OF CV

There is no particular structure for a CV. A CV should generally not be more than two pages. There are some few important things which should be included in a CV and these are:

- Personal details which include name, address, email and phone number
- Career objective which gives a summary of who you are and what you want.
- Skills, which has to do with the particular skill needed for the job being applied for.
- Work experience (starting from the most recent one)
- Education and Qualification (starting from the most recent one in reverse chronological order.)

With the Educational background, much attention should be paid to the details because that is mainly what the employers look out for.

Your qualification title, dates and results have to be indicated properly (Morgan P, 2017).

FORMATTING CV

The presentation of a CV is also very important as the content in it. A recruiter sees your skills from your writing so your spellings and grammar have to be checked properly (Rolfe A, 2019). Your CV has to make the person smile. It has to be original. It has to make the recruiters want to meet you.

For your CV to be brief and clear, it should have the following features:

- It should have sound reasoning, being logical.
- It should have spelling errors checked. This is very important. For example, the correct spelling of CV must be checked, curriculum vitae. First impression counts.
- It should have bullet points not having everything written.
- The length should not be more than two pages.
- It should have bold text or professional font to allow certain words to stand out clearly (Morgan P, 2017)

PRESENTATION

Presentation is the oral delivery of information to achieve (a) particular objective(s) (Morgan P, 2017). Sometimes giving presentation can make you feel nervous and uncertain. Presentation may not seem easy therefore there is a need to develop the skill to be able to do it with ease as it may be a necessity one time or the other in our lives.

There are some important aspects needed in doing your presentation. These are:

1. Connect with your audience: You have to exhibit your passion about the topic and be honest and zealous so as to get a positive response from the people, the audience to be precise.
2. Eye contact and smile: You should smile and make eye contact with the audience, not looking at a particular position or direction all the time. This will catch and hold the attention of the audience throughout the presentation. Again, this will reduce the nervousness in you and will help you connect well. If you do not look at the audience, it will certainly imply that you are not concerned about them. The expressions on their faces will clearly show if they understand what you are presenting or not.
3. Audibility: You should speak audibly so that the audience may hear you well and give the best of attention.
4. The presentation should be simple, clear and precise. With this, the audience will understand and concentrate as well.
5. Crack jokes and tell stories if possible or if you can. You can start with a joke or a short story which will help your audience remember your points or follow along. Only do this if and only if you are good at it.
6. Effectively use your voice. When making an important, you need to speak slowly with low voice for clarity. Be careful not to put too much variation in your voice so you do not confuse your audience.
7. Posture: Your body language is important to get your message to your audience. When doing a group presentation, remain calm if you are not the one speaking. Avoid putting your hands in your pocket or crossing them. You may move naturally making confident moves when giving your presentation.
8. Use the 10-20-30 rule for slideshow. According to skillyouknow.com, this rule was from Guy Kawasaki of Apple who suggested that slideshow should not have not more than 10 slides, last not more than 20 minutes and a font size not more than 30. Do not read the slides aloud and do not turn your back to the audience when reading the slides.
9. Appearance: You need to dress smartly to be assessed properly.
10. Time management: You have to keep to your allocated time. This is very important in any presentation.

11. Attitude: Be polite and respectful in any presentation to capture the audience attention.
12. Appreciation: You have to thank your audience and can ask if they have any questions. If they listen attentively, they will surely ask question to gain more light on the topic (Morgan P, 2017).

There are different ways of handling nervousness in presentation (Morgan P, 2017)

1. Always appear confident. Walk in as if you are walking into another or a friend's room.
2. Know it is just a conversation. Have it behind your mind that you are to give some information and you are the only one who knows it and coming to tell some friends.
3. Be yourself. Do not try to imitate anyone. Develop your own style of delivering. You can practise different styles before the actual presentation.
4. Control your hands. You need to learn how to keep your hands under control by not moving it around, shaking it or putting it in your pocket as said earlier.
5. Preparation: Do lot of rehearsals and do not rely solely on memory. Get feedbacks on your rehearsal to build up your confidence.

REFLECTION ON PRESENTATION

I have never done a presentation before in any college but I remember I had to give a speech on a birthday party. Coming to this university, when I heard we had to do both group and personal presentation, I was so nervous and scared not knowing what to expect. I got some courage from the way our lecturer explained it. The first being a group presentation was encouraging that I had others who would present along with me and hence, I had no fears. The presentation was done and I sailed through.

The challenging one was the personal presentation. I prepared well, had my bullet points on a piece of paper I used in my rehearsal. I stood in front of the mirror and practised within an allocated time. On the day of presentation, I was nervous irrespective of my preparation; I mastered courage and walked in confidently. Amazingly, I presented my work with confidence within the set time. From the feedback I got from my lecturer, I was really impressed and realised I had improved on the first one I did with the group. With this, I am sure I can be able to do a better presentation both in school and at work if the need arises.

CONCLUSION

From the above report, my academic and employability skills on writing a better cover letter, curriculum vitae and better presentation have been very important and rewarding.

Through my coursework and the amazing style of approach of my lecturer, I was like wow! I was taught in a way I had never known or heard before. I have greatly sharpened my knowledge and learnt how to write a better cover letter, curriculum vitae and presentation. Cover letter introduces you to your prospective employer. It summarises why you are suitable for the job and supplements your curriculum vitae. CV is the bone and cover letter provides the linkage and muscle. CV is a note style and the cover letter is business writing.

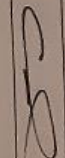
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6. Moodle (2019) uwtsd.ac.uk. Academic and employability skills
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✓
Good to see that.
You will be very relaxed and happy if
you have an opportunity
that you can be applied to.
Warm regards,
Ethan Lewis.

Refer to your CV.
Consider adding an example of how you demonstrate
skills mentioned.

Lecturer's comments: Fantastic! A lovely cover letter, Ethan, showing
a great effort to apply ideas covered in class. Well done!

Lecturer's signature:  Date: 14/11/15

Student Name: Edon T. Lapa Student ID: 1918179
Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] Edon T. Lapa
1 Any Street, Anytown
SW1 1AA, London
South, Merton
edonlapa@gmail.com

Dear Mr. Goodluck

I wish to apply for the role of Health care support worker in your organisation. I found out about the job thanks to social media feed, co.uk and I was amazed of such opportunity and challenge. I would love to become your health care support worker because I have passion for support and skills developed, I would like using to contribute towards most of the organisation a better place for all. I bring pay to the lives of vulnerable people and protect their dignity and empower their independence. Like good health care, my focus will be in enhancing activities to make a real difference to people's lives and making the environment a happy and conducive place for every one which shall bring lasting social changes.

I am previous job I was responsible for giving medical and welfare needs and contributed in the emotional stability of the service users being a sensitive and

Lecturer's signature: _____

Date: _____

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

POINTS AVAILABLE 100		POINTS EARNED		GRADE	
OVERALL PREPARATION					
Relevance to the module	☒	☒	☒	☒	☒
Content was relevant to the topic	☒	☒	☒	☒	☒
The presentation contained good examples	☒	☒	☒	☒	☒
The presentation was concise and informative	☒	☒	☒	☒	☒
The topic was interesting	☒	☒	☒	☒	☒
DELIVERY					
The presenter delivered the material in a clear and structured manner	☒	☒	☒	☒	☒
The presenter maintained my interest during the entire presentation	☒	☒	☒	☒	☒
The presenter was enthusiastic about the topic	☒	☒	☒	☒	☒
The presenter was well organised and prepared	☒	☒	☒	☒	☒
Eye contact was maintained	☒	☒	☒	☒	☒
Body language was appropriate	☒	☒	☒	☒	☒
Time for presentation used effectively	☒	☒	☒	☒	☒
The presenter was able to present the material without excessive dependence on notes	☒	☒	☒	☒	☒
The volume was appropriate	☒	☒	☒	☒	☒
The presenter spoke clearly	☒	☒	☒	☒	☒
The pace of speech was natural	☒	☒	☒	☒	☒
There was a clear introduction	☒	☒	☒	☒	☒
There was a clear conclusion	☒	☒	☒	☒	☒
COMMENTS					
V. natural delivery Great improvement on body language Nice personal approach Comprehensive					
Comments					
1	2	3	4	5	

Cover letter

Mini-presentation Feedback Form

Date: 9/12/19

Student presenting: Edon

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2= Poor, 1= Very Poor