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**Reflection of my research, software skills and learning
in this module.**

ACADEMIC AND EMPLOYABILITY SKILLS

Lecturer: Sylvia Hoffmann.

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1. SUMMARY:

This is a report to analyse and reflection of my research, software skills and learning in this module.

In our daily academic life, we will have to do many reports, presentation and is important to know how to do it correctly and in a professional way

A bad structure in a CV, an unordered cover letter, a bad presentation speaking are common mistakes that can be repaired to achieve your goal.

In this report you will find how to apply these 4 themes in your daily life and how each theme is developed. Many times, mistakes are made due to not having a previous academic preparation or ignorance.

2. INTRODUCTION:

The purpose in this report, is to show all that I have learned and developed to improve my employability skills.

To understand this report, I am going to explain the definition of employability skill:

Employability skills are transferable skills that make you into an attractive employee, also are the basic skills necessary for getting, keeping, and doing well on a job (Robinson, 2000).

In this report I will explain 4 different topics and the results that I have gained throughout these months in my University course and the skills that I have acquired in my day to day, that are useful for me to become more employable and also to applied in my daily life and in my work life. The topics are:

-  Curriculum Vitae and what is it for.
-  Cover Letter and the main function.
-  Public speaking skills.
-  Referencing.

For develop this report I am going to talk using one of the reflection models calling “Kolb’s reflective cycle” is experimental model of learning. The basic principle of this model is that, in learning new skill, through four activities in a cycle: Concrete experience, Observation and reflection on experience, Theorising and development of ideas and Testing the new concepts (Morgan, 2017).

3. METHODOLOGY:

This report was created according to the model of Kolb 's learning cycle.

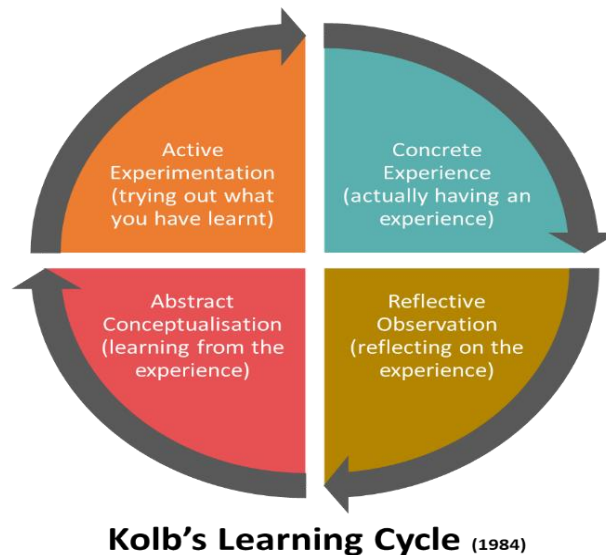


Image source: <https://www.inspiring.uk.com/wp-content/uploads/2018/06/Kolbs-Learning-Cycle.png>

For this report I used: the book that my University gave to each student (The Business Student's Guide to Study and Employability), journal articles, websites and academic sources to search for sources.

3.1. Curriculum Vitae:

- ✓ Using Kolb's model of reflection as a **Concrete experience**, my experience before about the CV when I applied for any vacancy, I was very hesitant thinking that maybe the information was not in order. I thought that the descriptions in it were not enough to attract attention of the recipient, because for several times they rejected my application.

When I arrived in London I continued to use the CV model that I learned in Spain, but in all of them they also rejected me, until in a customer service class I presented my CV to show to the teacher and I was immediately corrected by the teacher, because here a different model is used than that of Spain, so I had to change the format of it. for example, you do not put your personal photo, you do not give personal data.

- ✓ As an **Observation and reflective experience**: I was no clear about the structure of CV and what is the main function of it. After modifying my poor CV, it was still not very clear. Then in my module of Academy and employability skill the lecturer explained this topic very well and each part of the CV was explained in detail that

made me understand and learn the points to reflect and that I should not include in my CV.

Now, I understand that my CV was not correct, and that data such as my age, marital status cannot be exposed, as this may cause me to be discriminated against by the employer or recipient. So, it looks more attractive and organised.

- ✓ As a support to better understand what a CV is and its function as an **Abstract conceptualisation** in the class I learnt of how to create a CV for this I used the book entitled: The business students: guide to studying and employability Morgan told me that a CV is a written document reflecting your abilities, qualifications and work experience, designed to convince an employer of who you are. Which can give you a chance to move forward in a formal selection process (Morgan, 2017).
- ✓ The **Active experimentation**: Now I create a new format of CV all the information that I show in my CV is correct, my format is not poor, and I will change some description or work experience according to the needed of the job vacancy, where will included more properly things. I do not put more my photography in it.

3.2. Cover Letter:

- ✓ My **Concrete experience** with the Cover letter, before receiving the letter class in this module I did not know it and did not know what it is for. all the previous times I applied for a job vacancy I only presented the CV without a cover letter.
- ✓ The **Observation and reflection on the experience** this is what I learnt from my lecturer in this module:
 - A cover letter must be accompanied by a covering letter.
 - If I am going to write for first time can be a little daunting.
 - A cover letter introduces me to prospective employers.
- ✓ As an **Abstract conceptualisation**, To better understand the concept of cover letter I looked for the concept according to Myer that says: Cover letter is a professional business letter that provide extra information of you on relevant experience and abilities as you apply to the job vacancy in question (Mayer, 2011). So, a cover letter is not just a letter, cover letter is a piece of business writing.
- ✓ The **Active experimentation**: Since I learned in this module that the CV must go together with a letter, I have applied 2 times for a job where I also attached my cover letter. Because I know this makes employer interested in me.

3.3. Public Speaking Skills:

- ✓ My **Concrete experience** as a Public speaking skills, sometimes I am a little shy, but before it was much more, I could not control my body language, one day, when I started to spoke in public, at the start, the tone of my voice was normal but little by little it went down, people told me that they do not listen. Recently, I did a

practice presentation on my module and I was very nervous that I blinked my eyes many times, without realizing it and I was looking everywhere. I did not focus on the video camera since we did it that way.

- ✓ About the **Observation and reflection on the experience** this is what I learnt in module class:
 - Before introducing myself, I must take note of the most important points that I want to say in case of blocking and not knowing what to say.
 - Also breathe a few times since it helps to control the nerves, practice at home looking at a mirror to see what I should control or improve my body language.
 - Do not turn my back to the public or audience.
- ✓ **Abstract Conceptualisation:** To better understand this topic, I found the concept of public speaking skills. where it says the following:

Public speaking skills is the ability to communicate effectively and a talent based on speech alone in front of an audience who is often know to the speaker, based to speech alone ,where the speaker engage with the audience in a formal or informal way (Comissario, 2018).
- ✓ **Active experimentation:** Now, in the next presentation that I will have to make, I will put into practice the feedback and the advice that my lecturer Sylvia gave me. I will practice before to avoid getting nervous and controlling my facial gestures.

3.4. Referencing:

- ✓ **The Concrete experience:** Previously, I had no idea about referencing the texts I used, the same with an image. So, in my first presentation that I did of the module of digital skills by power point I had a failure for not putting the author of an image and not referencing the texts that I use. I just copied and pasted the texts without the author of it.
- ✓ As an **Observation and reflective experience** After this, my teacher explained the Referencing class and understood the importance of referencing a text or image and if I do not, I can commit fraud - theft (plagiarism). I understood that referencing correctly is an important skill. There are different styles of referencing such as:

-  APA: American Psychological Association.
-  IEEE: Institute of Electronics and Electronics Engineers.
-  MHRA: Modern Humanities Research Association
-  Harvard: This is the style that I am using for all modules in this course.

- ✓ To **Abstract conceptualisation**: To better understand what is referencing I looked for the concept:
Referencing is the process of recognizing the work of other people when you have used it in your research. This allows to the reader to read these sources for themselves and verify the validity of your arguments (Pears & Shields, 2019).
- ✓ As an **Active experimentation**: Now I apply this new learning in each report or presentation that I will have to do.
 I am very careful to reference the original author.
 Since I learned how to reference the texts that I attach in any report, assignment or photos of other people, I always put the reference as it can be seen in this report.

4. **RESULTS:**

Key Words: *Curriculum Vitae, Cover Letter, Public Speaking Skills and Referencing.*

Using this model has been very helpful for me to better understand and learn these topics.

- As a result of using this model of reflection in the CV I find many common errors such as:
 In the Education and Qualification: I did not list the institution.
 Also, in Work Experience: I did not start with the most recent work experience. I will appendix my old CV such as a proof of it.
- For the Cover Letter: I made a big mistake by not submitting the cover letter when applying for a job vacancy, for this reason, I surely missed several opportunities for not having done this before.
- For the section of Public Speaking Skills: When I done my presentation by online class. I made mistakes such, but my lecturer gave me some feedback such as: I was good, I did not get stuck, I spoke clearly when explain my 3 achievements.
- Referencing: It was a little difficult to learn how to make a referencing according to the type of text. Because have different formats for each different text per example per books, for websites, for articles have to using different ways to referencing.

5. DISCUSSION:

The lecture of Academic and Employability skills has been very helpful for me. Because in this module, After, had a class in the week 2 of this term I changed many things that were shown in my CV. Now, I have learned how to write a correct Curriculum Vitae. Now all the information that I show in my CV is correct, my format is not poor. A good CV is attractive to the employer. Also, I know that I must make it relevant to the job being advertised: if not, it will be ignored.

I have understood that with the CV I can only show my qualifications and my work experience, and it is not enough for the employer.

The cover letter can also help me stand out from the rest of the applicants and spark the interest of the recipient or employer.

The referencing is a good tool to avoid plagiarism and make a report or presentation with knowledge.

6. CONCLUSION:

In conclusion, this report has been useful for:

- Write a correct Curriculum Vitae.
- To know how to create a Cover letter and be more competitive in the Laboral world.
- Bring an excellent presentation in public without mistakes.
- Create a report or presentation without plagiarism.

7. REFERENCES:

Comissario, S., (2018). *Public Speaking And Presentation Skills*. Usa.

Morgan, P., 2017. *The Business Guide to Study and Employability*. London: Sage.

Mayer, D., 2011. *Career Essentials: The cover letter*. Kelowna: Valley Publishing. [online]. Available at:
https://books.google.co.uk/books?id=2Su_6cOIMq0C&lpg=PT12&ots=EDA1AVbw18&dq=Career%20Essentials%3A%20The%20cover%20letter&lr&pg=PT12#v=onepage&q=Career%20Essentials:%20The%20cover%20letter&f=false (Accessed: 03 Mar 2020).

Pears, R. & Shields, G. J., 2019. *Cite Them Right: The Essential Referencing Guide*. London: Red Glove Press. [online]. Available at:
https://books.google.co.uk/books?id=A8SWDwAAQBAJ&lpg=PP1&ots=LBEAB_9akb&dq=Cite%20Them%20Right%3A%20The%20Essential%20Referencing%20Guide&lr&pg=PR5#v=onepage&q=Cite%20Them%20Right:%20The%20Essential%20Referencing%20Guide&f=false (Accessed: 03 May 2020).

8. APPENDICES:

ALEXANDRA PACHACAMA CHAVEZ

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alexa11eliza@gmail.com

Age: 28

Marital status: single

27Sheenewood, Sydenham

SE26 6BH

PROFESSIONAL TRAINING:

- 2018 Certificate in Functional skills in Maths level 2.
- 2017 BTEC Entry level 3 Certificate in Customer Service.
- 2016 Level 2 Certificate in Cleaning and Support services skills
- 2016 Level 1 Certificate Functional skills in Maths.
- 2010 Certificate in Trader (Spain)
- 2010 Certificate in health and social care (Spain)
- 2004 Certificate Higher Education (Spain)

WORK EXPERIENCE:

• **Hi-fi Communication** (Spain)

Assistant manager: 2010 -2012 Write emails to the providers, insert information in the base of new clients, give offers and promotions to the clients, recording business transactions, verify the income of the clients in the bank account, create business documents

• **Internet cafe** (Spain)

Top up of mobile phones and Customer service: 2012

• **We are talent:**

Hospitality and Customer service : 2017 (6 months)

• **Atalant Servest company**

Cleaner operative : 2013

• **King's college London**

Cleaner operative: – currently

ADDITIONAL INFORMATION:

- ✓ Ability to learn.
- ✓ Good attitude for problem solving.
- ✓ Able to work under pressure.

Equity and Efficiency in the Workplace: New Trends in Managing Human Resources. Reid, Douglas; Strudler, Robert; Ryner, Sara; Dyer, Lee. ILR Report 24.2 (Spring 1987): 35.

In text:

x (Reid; Strudler, Ryner; Dyer, 1987, pp.35) X (Reid et al., 1987)

- (Reid; et al., 1987, pp.35)

In reference list:

Reid, D.; Strudler, R.; Ryner, S.; Dyer, L. (1987) 'Equity and Efficiency in the Workplace', *New Trends in Managing Human Resources, ILR Report, 24.2* pp.35 (35). X

Newspaper articles

Daily Telegraph (London) October 21, 2013 Monday p1
Fears of rising bills as deal is struck for new nuclear plant. Roland Gribben

In text:

(Gribben, 2013) ✓

In reference list:

Gribben, R. (2013) 'Fears of rising bills as deal is struck for new nuclear plant', *Daily Telegraph*, 21st October, p.1 X (October 21), London. p.1. ✓

Web pages

Type the following words into Google: **BBC news electronic retinas**. Write a reference for the article "Two blind British men have electronic retinas fitted".

In text:

(BBC, 2012) X (Walsh, 2012)

In reference list:

Walsh, F. (2012) 'Two blind British men have electronic retinas fitted'. BBC News. [online] <http://www.bbc.co.uk/news/health-17936302> (accessed 21 November 2019) *Incomplete*