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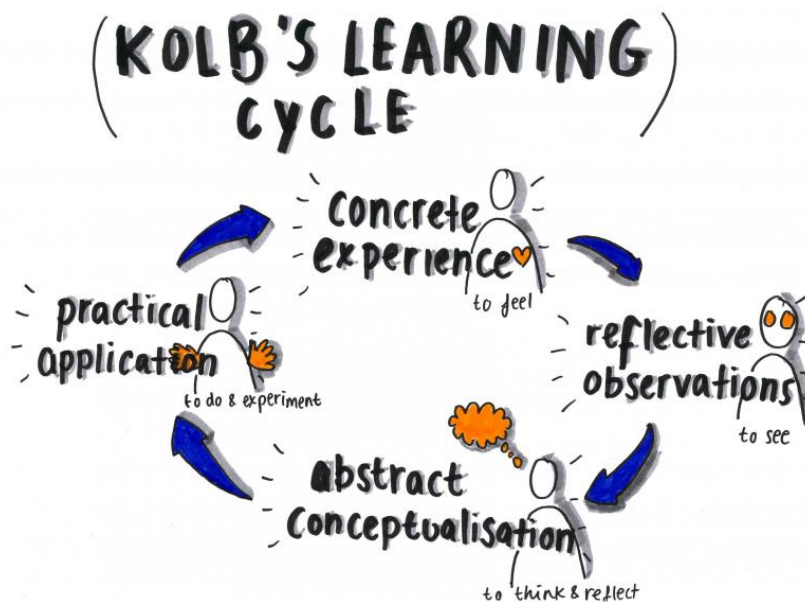
INTRODUCTION

In this term we have been learning in each class how to become more employable. I can say that each lesson was immensely helpful, and I could learn how to improve in the professional area.

I need to admitted that speaking in the professional area I have very little experience and knowledge, because in all my life I have only had one job as cleaner, so this has been a big barrier when it comes to having professional work experiences, by saying this I can say that I have never had a proper interview and I do not have great experience with customer service, so my experience is limited. However, in this in subject I can say that now I have more knowledge, that I will writing in this report, so even though I have not had much experience, now I have more knowledge and I will apply this in the future in the experience.

I will mention some of the topics we have talked about, the topics are **curriculum vitae, covering letters, and presentation skills.**

As reflection method I am going to use the **Kolb's learning cycle**, so I will talk about in **concrete experience** how I felt before learn the topic, in **reflective observations** what I have learned of the explication, in **abstract conceptualisation** I will say my ideas and my reflections after the explication, what and by the last **practical application** where I will say what will I do with this knowledge and how do I use it in my personal life.



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CURRICULUM VITAE

Concrete experience:

Making a CV has never been fun and easy for me, I know it takes a lot of dedication and it is not something I really want to do. In my experience I have only done two, so I had poor information on how to make a good CV. Before this lesson I thought it was only a piece of paper. However, my lecturer indicated us how we can make a different and more effective way to make a CV.

Reflective observations:

Normally all people tend to follow the same ideas, so it is a big problem because the person in charge of viewing the CVs can receive it a lot at the same time and he or she only pays attention for a few seconds, so if CV looks like the other people it will not attract your attention, so he or she will remove your cv at the first time. Therefore, in this lesson I learnt how do my CV different from the rest, and to be successful when I want to look a job, because I was one of those people.

The **first thing** that she explained us we need to know is that the **purpose of the CV is have an interview**, so being it clear about we already know for what purpose do we do this.

The **second thing** that we need to demonstrate in our CV is **trust**, that when the person reads it, we transmit to him or her confidence.

The **third thing** we must know is what the employer wants from us. So, there are two common questions from the employer that they want to see answered in our CV:

- ***Do you understand me?***
- ***Can you help me?***

The employer wants to see in our CV if we understand what the company wants from us, and if we can contribute as employee, because they want someone that can connect with the job. That is why each CV can be different dependent where we want to apply for the job. So, we have to do a lot of research on the company, and investigate before we are applying, to be able to answer those two questions and show them we can connect we the company.

The lecture asked us what we think are the three important things that employer wants or need from us, and in my opinion are the **attitude**, **qualification** and the especially important our **time**.

Abstract conceptualisation:

My reflections about it is how important is the CV, but if I thought before that it was only a piece of paper with information about you, now I understand that make a CV, is more than that, and has a lot of research time. Also, you do not must use the same CV for all kinds of job, it dependents of the companies and job.

Practical application

Now learning all this I can say my CV will be totally more different than they have been up until then, also I can say I have more knowledge and I will be able to put this into practice when I apply a new job, so my cv will not be common and boring.

COVERING LETTERS

Concrete experience:

Before the lesson of covering letters, I had heard about little about it, nevertheless I still did not understand what it was for, and I had no knowledge. I tended to confuse it with the CV, the truth is that I thought it was the same but more extensive. So, before I had the lesson from my lecturer, I felt confuse to know how to make a cover letter and that I have never done one.

Reflective observations:

The first thing the lecturer wanted to transmit us is how we can change something common and not eye-catching, to something that anyone would like to read something like a **red box**, a was a good way to make it look because then my curiosity was aroused as to how to get that red box in my cover letter.

The second thing I could learn from the lecture **what is the difference between covering letter and the CV**, that it is a concept important to differentiate. The **CV** is how our skills match the role, and the **covering letter** is how you fit into the company. The covering letter is a good strategy because it will make them want to read the CV with more details, and that is how they may be more interested in you.

This is a structure that our lecturer indicated us and that cannot be missed in a cover letter.

1. Start cordially **mentioned** her or she **name** e.g. *Dear [Name]*.
2. Write, **where did you find** out about the about **the job**?
3. **Why** do you want this **particular role**?
4. **Why** do you want to work this **company**?
5. **Refer to your CV**.
6. [Excellent ending]

Abstract conceptualisation:

My reflection after the teacher's teaching I felt that I already had more knowledge and now I have clearer the concept of what is cover letter, and how do it. Although I thought that the CV was more important, I could understand that the two things are important when you want looking for work.

In a blog written by **Alison Doyle** I have learned **what not to include in a cover letter**:

- ✚ **Anything** that is **not true**.
- ✚ **Paragraphs** that are **too long**.
- ✚ Your **salary** requirements or **expectations**.
- ✚ **Qualifications** you **dot have**.
- ✚ **Information not related** to the job.
- ✚ **Negative comments** about a current or **past employer**.

Alison Doyle (2019) what not to include in a cover letter.

Analysis

The advices from Alison Doyle are extremely helpful, because we not only have to know what to write but also we to know what I not to do because with just one mistake you make you already lose an opportunity with the company.

Practical application:

Learning all this I can say that my future cover letter will be that red box and have a better chance of being more successful. I will start practicing and start applying everything I have learned, and I will change from not knowing how to make a cover letter to being an expert.

PUBLIC SPEAKING

Concrete experience:

Talking about my personal experiences about public speaking, it may sound very contracting since I can say that now I am very good but only when I speak in my language, because in English it is quite a challenge for me. In my personal life public speaking I am putting it into practice in my Christian community, and although I am just beginning to have experience, in my opinion I can say I am good at public speaking.

Reflective observations:

Peter Morgan tell us that **public speaking** for a lot of people can be scary, for several reasons. The ability to speak in public is a fundamental skill when we talk about the business. (Morgan, 2017)

We know that having a successful presentation depends on how we are and what we say, but we must also pay attention of the public, because depending on the public it is the way you are going to talk and what you are going to talk about.

Peter Lang knows the importance of analysing the audience, mentioned three characterising of the audience: **personal demographics, culture characteristics, and psychological characteristics.**

Personal demographics: In the personal demographics **we need to know since** their age, what are their occupation, and education. The age is the most important since this depends on your vocabulary and what the topic you talk about. People over fifty consider more the changes on an improvement in social security, and the people around twenty or thirty.

Culture characteristics: We know that we are in a world full of different cultures and races, so when you speaking in public it is important to study the cultures of the people and their countries, and speak in a way that matches their cultures, and also to make them feel more special.

Psychological characteristics: This is not something easy to recognize, because we talk about the internal states that you cannot see in the first time. If you do not ask or do not know beyond his personal life it is hard to know. (Lang, 2010)

Abstract conceptualisation:

In my opinion about Peter Morgan says I think is a very important information, because it is something that should be considered because the reason why you speak in public is convince them about what you are talking about, they are the basis of everything. I also consider that researching people's cultures is an especially important point to know how to attract them and not saying something or doing something that might offend them.

Practical application:

I can say that although I consider me good at public speakers, it does not mean that I am an expert and have a lot of knowledge about it, because obviously is not true, but I say it because I think it is a quality that I have. However, I have little knowledge and thanks to this information and what I have learned in the lessons I can say that now have more knowledge, and more knowledge on this topic that I will put into practice for when I have to speak in public. I hope soon to have much more confidence when speaking in English and speak more fluently to be able to have that quality on the professional side. This is especially important to me have the knowledge and experiences speak in public because my dream job that is coach mental health, I must do it.

CONCLUSION

In conclusion in this report I talk about only three topics of all the topics we learned in this subject, that I think it was very helpful for me to be able to use it in my professional life, because it is something that I appreciate a lot, I know it is something that little by bit will bit me to get my goals. Although I want to clarify that I know that I have to focus more and efforts, because my knowledge it is still limited.

Also, I want to emphasize that it has been helpful for me to use a method of reflection, I think it is a good idea to explain something you have learned. I had never used a method of reflection and I think is an excellent idea to analyser something studied or an experience.

References

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Morgan, P. (2017) *The Business Student's Guide to Study and Employability*.

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