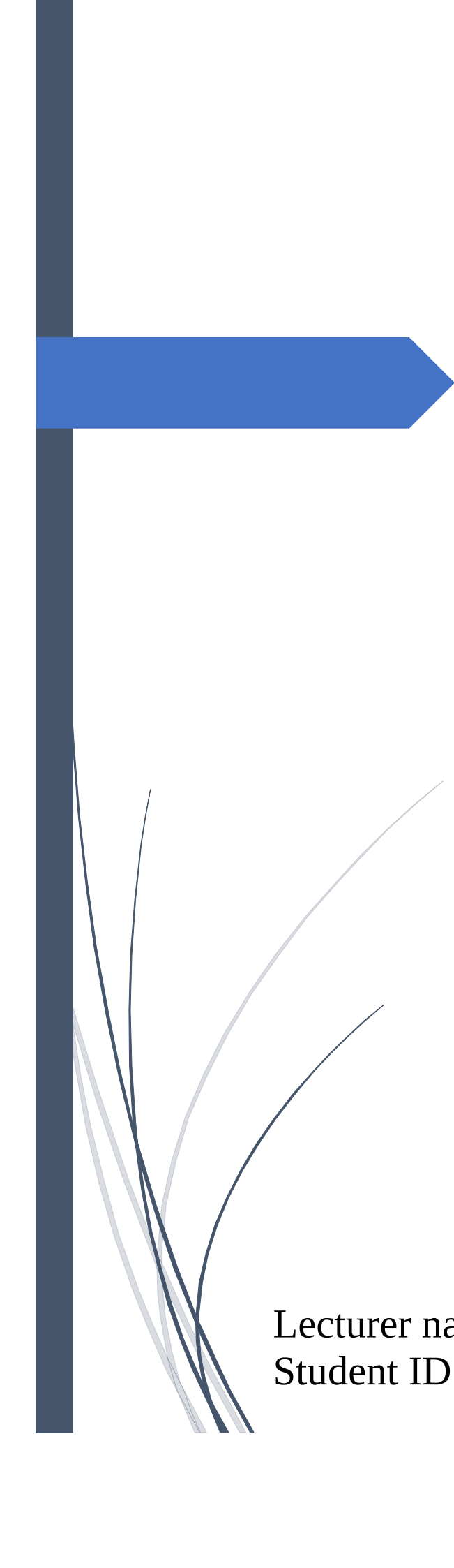




ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

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1.0 INTRODUCTION

In this work I will write reflectively using the reflective models Gibb model and that I have used as a guide on four topics that I have learned in this last year, organizing study, CV Writing, Cover Letter and Referencing, giving my opinion and writing about past experiences in relation to each of the topics that I speak.

I do not want to be focus on defining what I am writing, what I really want to do in this report is to show who is reading, my personal experience in the past following the steps that form Gibbs' Reflective Cycle, writing a short description of the moment when I got the experience with the topic I am writing about and then showing the feelings and emotions that I felt making an evaluation of the facts, and then I am writing about the conclusion that I have obtained and how I will act in the future thanks to my learning.

2.0 ORGANISING STUDY

Since I was a little girl, I always had a lot of organizational problems because I was always going to do everything without order and without knowing what was more important, I did not prioritize the things that I had to do during the day.

Many times I went to school with homework not done or without having studied because I have not given myself enough time the previous days to do it. For that reason I was always getting bad comments from my teachers, who always told me that young people like me, the only thing we had to do during the day was studying and I did not do it.

I was very concerned to know that my teachers were right. I did not have to do anything more important than studying, but that was the problem that I did not know about what was really important to get done. I did a thousand unimportant things like listening music and I spent a lot of time doing it , time that I lost from being able to study and when the end of the day came, I had no more time because I had spent it on unimportant things.

Reflecting on my problem with time organization, and after studying about this topic in class I can say that it is one of the classes that have helped me most because to manage time well it is important to know where you are spending the time to organize it more effectively or even stop doing some of those things to save time for something more important (Gallagher, 2016).

Something that I really liked to discover is that, It is good to always study in the same place and taking small breaks to keep us fresh, because it will be easy for us and if it is a simple place without too many things that make us less focused on our goal it would be perfect (Panse, 2014).

I always studied in different places and now that I no longer do it I have noticed that I can concentrate better than before and waste less time because, the place that we use to study or work, must be a place that is totally organized with only the things that we need and know exactly where they are so you do not waste time looking for them and it must be a place where there is not much noise that makes us lose concentration (Roell, 2019).

What I should have done from the beginning is to finish the homework and the subjects that I had to study, before everything else that I want to do. Because when you finished doing the important things having organized your time effectively, I usually always had time for my hobbies without having to give them up for studying.

I realized that I had always done everything backwards, I always did what I wanted first and without organizing my time. I used my hobbies to spend most of my time uncontrolled and always got bad results doing this. Thanks to this I learned that I had to do things differently and when I put it into practice, I got excellent results.

Since that time when I was going home the first thing I was doing was study and homework all the time. I organized it in a practical way to have enough time for everything.

I also used the first few minutes to make a study schedule, sometimes I was even making a schedule for the whole week.

3.0 CV WRITING

My first CV was following an example of a CV that I saw on internet, something that gave a bad image because it did not look personal. I knew that I should not do that and if I did I should only use it as a guide but not use it as a cv to send for possible future work. I did not know how I should do it, nobody had taught me before and I did not have much to write in the curriculum so the most interesting thing that occurred to me was to look at other existing CV's and try without lying that mine look like those that I watched.

Many jobs in which I applied did not answer me and deep down I knew that if I wanted to achieve better results I had to do something new.

During the time that I did not know how to do a cv, I felt a little unmotivated but I thought that I was not the only one who would feel that way at my age, because I was too young and at that age nobody has much experience or much to write on cv. But even so, people managed to make the cv look good and professional being in the same situation as me, so it was not a time to be disappointed because what I had to do was look for solutions and it is exactly what I did, reading specialized books about CV's and Internet pages that explained exactly how you should do it even with little or no experience. I have also learned in class that depending on the country in which you are you can put a photo or not, but it is always better if the CV is easy to read to do not

make it difficult to read, because, employers do not need a lot of time to see thanks to your CV if you could be a good candidate or not for the company, so it is important to keep their attention on what they are reading and do not get bored.

I have to show on my cv that I get the skills that are needed to achieve the proposed objectives of the company where I want to apply (Chacha, 2018).

Each country has different ways of making a cv because if the purpose is the same, the way of doing it is not. An example of this could be the use of photographs because not in all countries should a photo be placed on the cv and how to refer to some terms or how to use the language of the country can be different (Bax, 2020).

I realized that if I study how to do it, I could have many more opportunities and that there are many books that taught this type of thing.

Now the first thing I do is according to the country where I am , I find out how CVs are made there and follow point by point what I should do, such as putting a photo or not, or not writing the list of references of previous works because It is best not to list all the references you have, you can simply make it clear that your references are available if needed (Yate, 2018).

4.0 COVER LETTER

A long time ago when I was writing my first cv and preparing for my first job interview I felt a lot of stress knowing that I did not have much experience and that no matter how much I wanted to do or how prepared I could be, because when I wrote the cv I always felt nervous because it would look very simple.

I had never heard of cover letters before, I never tried to do one to get a professional image to my CV and improve its image.

When sending my CV, I was always very nervous with a feeling that my CV was incomplete and that caused me a lot of stress because I did not know what had to be improved. Even when I gave some CV's in person, I saw expressions of surprise on their faces and even if they were not saying anything negative, I knew that the CV was incomplete.

The good part of this is that I usually got the jobs after having an interview and meeting me in person, and that was because thanks to my personality and being able to explain and show them that I was ready for the job, they no longer cared about my experience and the type of cv I had made.

During my class of academic and employability skills, I learned about cover letters that are there to show what cannot be shown in the CV. Before studying using internet, I did not even know about the existence of cover letters, but I loved discovering how valuable they are because, many companies do not call you for an interview if they do not like your CV.

Cover letters are an added part of the curriculum to be more able to show yourself in a better way than simply with the curriculum, to show the person who is hiring that you

are a good candidate for the position not only because of your academic skills or your work experience, it is also because you have the necessary attitude to give the company what they are looking for in a new candidate for the position they want to fill and all that is easier to see in a cover letter (Elissa Thompson, 2019).

Cover letters give you the opportunity to teach a part of yourself as a person and of experiences that you have lived that do not give you the CV. Now I always try to learn how to make a good cover letter to show all the potential I have. Because thanks to the cover letter many important things can be said, since the CV is something more specific. If I had written about cover letters from the beginning, it would have saved me a lot of nerves and I would have had more interviews, doing them better because I am calmer because I have already shown a part of myself (Zhang, 2020).

The positive is that although I learned it late, the importance of the cover letters is something that I will always keep in mind and from now on I will always use.

What I will do now is prepare the cover letter giving it the same importance as the CV and doing it before than the CV, showing everything that I cannot show in the CV and that my possible interviewer in an interview would like to know about me.

5.0 REFERENCING

Before studying at the university about references, I did not know anything about how I should use them in my assignments. I was trying to get references for the assignments that I had to do.

I liked the class where they talked about references because among other things I learned that, we are referencing when we are informing about the site where we have found the information we are talking about, because it is not our work, someone has written it before. We only use it as a guide showing your teachers in your work that what you have written is credible and you have informed yourself well before doing so (Richard Pears, 2019).

A few months ago when I still did not know much about references I used to write a list with the references about everything I was writing, if I had found it on internet, to show respect for the author who had written the original article. I liked to discover that thanks to looking for references I also learned because I was reading the subject all the time in books on internet.

I only got a few references and I already had a lot of doubts about what kind of information I had to write and how I should write it.

Some professors when they gave me their comments about the work told me that I had some errors in my reference list.

I got very frustrated because I was spending more time with references than on the topic I was supposed to talk about. Every day I woke up thinking about the references and how to improve my references and write them without errors because I always got references that were incomplete and lacked necessary information to be used.

What I have learned in class is that what I have to do is look for the exact information on the internet and look at many examples of references, to be able to have everything clear in a faster way. Before starting to put my references in the assignment I will double check that the reference I want to use is the one that I really need.

My conclusion about this that has happened to me, is that even if I have lost a lot of time and I have been very frustrated, what matters is not giving up and looking for all the possible information that is on Internet because there are many pages that teach about this.

In the future I will not do everything quickly. What I'm going to do is do it right from the beginning, learning about each part of the references and how they should be written by the time I start writing the assignment, the references have not to be something to hold me back, because I think the references only have to be one more part of the assignment.

6.0 CONCLUSION

As we have seen in this work, following the guide of a reflection model is very important to be able to write a reflective article in the correct way.

This type of guide helps express your own opinion and talk about your past experiences in an orderly and coherent way so that whoever is going to read it can understand everything clearly.

This work has also tried to make clear the new knowledge we have obtained and how we will use it in the future to improve past experiences.

All this in a reflective way.

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[b.%205%20ed.%20London%3A%20Kogan%20Page%20Publishers&f=false](https://www.themuse.com/advice/the-perfect-cover-letter-template-to-show-off-your-skills) [Accessed 11 July. 2020].

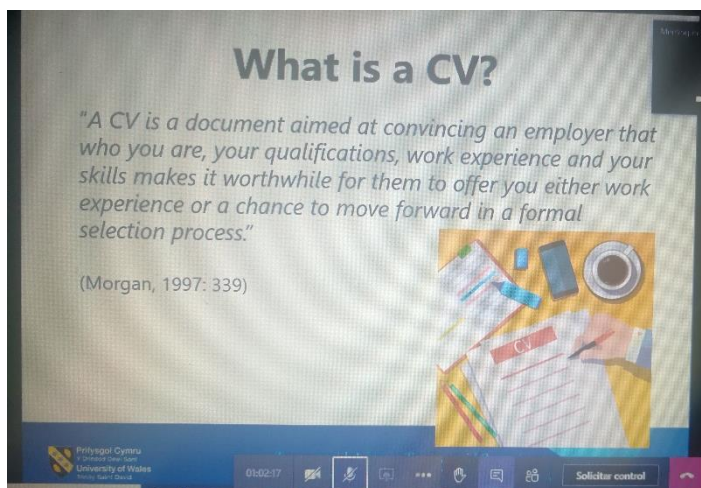
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Note for the teacher: copy and paste the link in the google search engine because by clicking directly on this page, some links do not work and they are well written.

8.0 APPENDIX



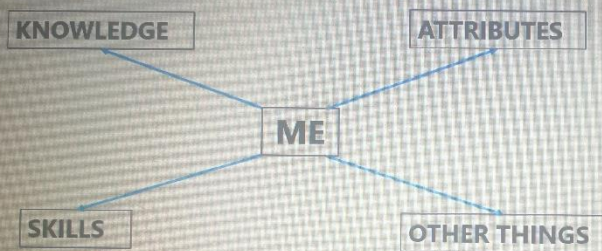
What is reflective writing?

Reflective writing is evidence of reflective thinking.

In an academic context, reflective thinking usually involves:

1. **Looking back at something** (often an event/idea, something that happened).

Creating Your Personal Brand



What is a reflective report?

- a piece of writing that summarises a student's critical reflection on a subject.
- provides an opportunity for you to gain further insights from your work through deeper reflection on your experiences, and through further consideration of other perspectives from people and theory.
- While traditional academic writing discourages first-person accounts, **reflective reports** rely on them.

REFERENCING

Before I started university, I had never heard about references and I did not know what they were for, and to be honest when I learned what it was, I did not understand the reason why that was so important for teachers.

But after the first term of this subject and after having used many references for my works, I realized the huge importance that referencing have because you not only show respect for who has written about what you need to know and what you are going to use for your work. The most important thing is that you learn a lot without being **practically** aware because you have to be contrasting information and really looking for what you want so you are learning all the time and that **is what it is all about.**

we are referencing when we are informing about the site where we have found the information we are talking about, because it is not our work, someone has written it before. We only use it as a guide showing your teachers in your work that what you have written is credible and you have informed yourself well before doing so (Richard Pears, 2019).

Now when I am referencing something I am always completely aware that it is one more way to learn without it being so tedious as simply reading to memorize everything as many other countries that still do that because they have a different education system.

COVER LETTER

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxxx]

[(xxx) xxx-xxxx]

Dear [Mr./Mrs./Ms.] [Manager's Name],

COVER LETTER

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxxx]
[(xxx) xxx-xxxx]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am writing to apply for the Restaurant Manager position in your restaurant. I have more than 5 years of experience working as a waitress. My professional expertise aligns perfectly with the goals of this position in your popular establishment.

In my role as a waitress, I proved to be an efficient, enthusiastic, and strong leader. MOD Sequel would benefit from my skills in the following areas:

- A keen eye for excellence and high level of standards
- Strong work ethic and leadership skills
- A positive attitude even under pressure

I believe that your restaurant will be a great success for many years to come. My extensive expertise would be a valuable asset at this early planning stage. Along with offering my professional advice during this crucial process, it would be a good opportunity for me to get a perfect feel for the quality and expectations of this restaurant.

It would be a privilege to discuss your Restaurant Manager position in more detail. I would be happy to come by whenever it is most convenient for you. Thank you for your time, and I am looking forward to hearing from you.

Sincerely,