

Academic and Employability skills

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Introduction

In this academic report I will be covering the following academic and employability skills: Paraphrasing, Curriculum Vitae (CV) Writing, Cover Letter Writing and Reflective Writing. This information will provide clearer information regarding the essence of these skills and how important each one of them is in education, work and life itself. To begin however it's important to understand what are considered academic skills and what are considered employability such.

Academic skills

“Academic skills are made up of core skills, such as academic writing, presentation skills and referencing, which underpin more complex skills, such as critical thinking and reflective practice” (Academic SkillsSpecialists, 2013). Students who acquire and possess good academic skills have the certainty to take an interest completely in English-speaking courses and are priceless outside of the study hall and after they graduate leading them to becoming ever increasingly effective students in and out of university. Basic academic skills such as note-taking and critical reasoning are extremely interchangeable, and in this way fundamental for accomplishment in any profession. A few examples of skills needed for students are:

- Scholarly Strategies – aptitudes for comprehension and reacting fundamentally to addresses
 - Scholastic Text Strategies – abilities for breaking down scholarly messages in more noteworthy detail
 - Composition – aptitudes for viable scholastic composition
 - Scholastic Discourse – aptitudes for imparting successfully in discussions, conversations and introductions
 - Apperception – aptitudes for understanding scholastic messages and talks
- Cleeve (2018)

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Employability skills

Employability skills can be described as a set of profoundly beneficial, interchangeable skills an employee or a candidate needs to have in order to be appealing. In other words a potential employee will be requested to possess such set of skills in order to be hired by an employer.

A few examples of these skills are:

- Versatility
- Innovation and Data use
- Identifying personal characteristics
- Critical thinking
- Composed correspondence.

Duszyński (2020)

Employers require graduates to possess abilities which outside the branch of knowledge of study in Higher Education to the point where some of them even tend to lean more towards the conventional abilities students have obtained than the actual degree the have obtained. University of Leicester (n.d.) This itself shows how important employability skills are.

Skills

Paraphrasing

An academic skill which has been vastly improved in my repertoire of academic skills is paraphrasing. A lot of different aspects of it were learnt in my in-class experience. Paraphrasing is expressing content of an original source in another form by rewording text, verse or work taken out of it. STANDS4 (2020)

First and foremost, the importance of the techniques and when to use them were quite unknown to me personally. During our classes though the teacher extensively and comprehensively acknowledged and explained each and every technique step by step as well as the importance of all of them.

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The first technique which was covered was using synonyms. A synonym is a word that conveys identical or close to identical message as another word. Literacy (n.d.) For example, the word complication is a synonym of the word problem. There are a few of reasons as to why synonyms are an effective technique in paraphrasing. It tremendously reduces the risk of plagiarism as well as it makes the writer a lot more effective and engaging to the reader. Surber (2019) Possessing a rich vocabulary is a distinctive advantage in the usage of synonyms. As seen in the in-class exercise I have managed to use a good number of synonyms such as using distraught instead of shocked. I did however make a mistake when I tried to use fractional numbers as a synonym of a percentage which as the examiner said is acceptable but only it's not accurate enough to withhold the synonyms purpose.

Changing word class was the second technique which we learnt about. A compilation of words which represent indistinguishable characteristics, in particular their delivery and emphasis make up a word class. Nordquist (2019) "English has four major word classes: nouns, verbs, adjectives and adverbs" (English Grammar Today, 2020). "The other word classes include prepositions, pronouns, determiners, conjunctions and interjections." (English Grammar Today, 2020). During the in-class discussion about changing word class I managed to grasp the importance of it when it comes to paraphrasing. Most importantly how convenient is to change word classes, as well as when to change word classes. Many examples could be found in the in-class exercise about paraphrasing. One of them would be sentence number 6 of exercise 2 where theoretical(adjective) was changed to theory which(noun).

The third technique covered during the paraphrasing class was changing word order. This is definitely the technique which has helped me improve my paraphrasing a lot as I was not aware of its importance. It was very helpful to obtain some information about it and to understand that by using this technique the message delivery needs to be the same as the original text which was sometimes a mistake made by me. An example of this technique could be seen in sentence 9 of exercise 2 where the order of the whole sentence has been changed, however the meaning is exactly the same.

What is really important that none of these techniques is valuable enough to create a good paraphrase by itself. Therefore, by compounding all of them effectively paraphrasing becomes doable. Smith (2020)

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Curriculum Vitae (CV) Writing

A CV (curriculum vitae) is “a short description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job” (Cambridge, 2020) Although it could be distinct to ones history as well as accommodation most CV's should include several pieces of information in order for it to be effective in the search of a job:

- Contact information
- Academic history
- Professional experience
- Qualifications and skills
- Awards and honors
- Publications
- Professional associations
- Grants and fellowships
- Licenses and certificates
- Volunteer work
- Personal information (optional)
- Hobbies and interests (optional) Indeed (2020)

CV's are essential in getting a job. If a person's CV is not good enough and does not provide the needed job suited skills, even if they are the most applicable and possesses the best possible qualifications for the job they will most likely not be recognized at all. In order to have a better chance of being shortlisted your resume needs to include: applicability, precision, practicality and quality. Dayjob (n.d.)

Quite often a resume needs to be tweaked for a particular position and although this might be a long process and difficult process it could prove very useful in proving that you are the perfect fit for the job to the hiring managers. As previously mentioned, this could be time consuming so making sure that the company would indeed be interested in your application. Doyle (2019)

I was very pleased of the CV class as the teacher provided us with great knowledge regarding the structure of the CV as well as thorough explanation on each section of it. All of this has greatly helped me improve my experience in writing a good CV and even though I had previously created one I never thought of the importance of it as a whole but most importantly the structure needed to be followed and the fact that a CV could be way more effective is if it's especially tailored for a specific role. This is why it could be seen in the in-class exercises that I structured two CV's, one of which was the regular such and the more targeted resume with less but more relevant for the specific job role information.

Cover Letter Writing

A professional employment letter designed to support a resume with an introduction which is supplied to the employer is referred to as a cover letter. (Morgan, 2017:339)

While cover letters are not as chiseled as CV's, including these sections is a must:

- Your personal details (e.g. name, address, phone number)
- The hiring manager's name (if you have it)
- Where you found the vacancy
- Why you're suitable for the job
- What you can do for the company
- Closing statements (including thanking the recruiter for their time) Cheary (2020)

They are such a vital part of one's role application that employers would often not acknowledge their resume in case they are not pleased with the letter's composition. This is why it's essential to tailor the letter to the employer's business based on the acquired applicable knowledge coming from the candidate's research. Another very important aspect is the captivating style in which it is written by using keywords suited for that particular role. CareerOne (2018) Acknowledging individual enterprise points is also very crucial as this is where the candidates emphasizes on how their attributes and experience would be advantageous for a given role. In order to support the cover letter, evidence of personal experiences and attributes usage regarding the aforementioned role is a must. And last but not least double checking the spelling and grammar is vital which should be done by the candidate themselves and if possible at least one more person as computers are not always a 100% reliable. Smith (2019)

In my experience writing a cover letter was the most productive section of the Academic skills and Employability subject as I was not aware of its importance to the point where I never actually wrote one myself before the classes. This has definitely resulted in me passing on a few positions which definitely would have been perfect both for me and them as a business. Understandably so, none of the cover letter writing process was familiar to me but the extensive explanation has helped me understand the basics of it and how important it is to follow the structure as well as showing the desired confidence in writing it. As seen on the in-class exercise I have used numerous of key areas with which to attract the employee's attention. I have further described some of them in order to emphasize the importance of them and to further engage their curiosity. Seeing as to how critical it is to provide the potential employee it's certain that this part of the module would be of huge help in future candidatures.

Reflective writing

“Reflective writing is a practice in which the writer describes a real or imaginary scene, event, interaction, passing thought, memory, form, adding a personal reflection on the meaning of the item or incident, thought, feeling, emotion, or situation in his or her life.” STANDS4 (2020)

There are a couple key particularities of reflective writing used in order to achieve what essentially is processing of practice-based events. The first particularity is the fact that it unifies theory and practice. The way to do is by distinguishing vital aspects of your reflections with the help of suitable scholar relation and approaches and clarifying the reflections. The second such is using personal experience in order to determine learning outcomes. This makes acknowledging new personal ideals and perceptive as well as figuring out what type of scheme could be used in order for certain actions to be conducted possible. University of Reading (2020)

There are three models widely regarded as the most commonly used such in reflective writing.

Gibbs's Reflective Cycle

The first one is the Gibbs 'Reflective Cycle published in Graham Gibbs's book “Learning by Doing” in 1988.

It consists of the following steps:

- Description
- Feelings
- Evaluation (Analysis)
- Conclusions
- Action.

This cycle is especially useful when exploring a scene personally or when the person is coaching someone else which again can be applied personally. Mind Tools (n.d.) It proves to be the best model when trying to determine one's strengths, stretches for advancements and execution in order to improve their employment skills is required. Gibbs (1988)

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Kolb's experiential learning cycle

Kolb's experiential learning cycle published by David Kolb in 1984. McLeod (2017) *He* said that "Learning is the process whereby knowledge is created through the transformation of experience" (Kolb, 1984, p. 38).

This model consists of four stages:

- specific experience
- contemplative view
- brief abstraction
- active testing Kolb (1984)

It proves very useful in situations where teachers are required to sternly assess the studying content often supplied to students and innovate the aforementioned content. McLeod (2017)

One of the benefits of this cycle is the accelerated learning which consists of analytical thinking, verdict acquiring skills and problem solving. Nature's Academy (n.d)

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Driscoll's model

The third and simplest model is Driscoll's model developed by Driscoll in 1994,2004 and 2007 but it was initially thought of by Terry Boston in 1970.

It only has three steps which are:

- What?
- So What?
- Now What? Josephine (2020)

It could prove very useful when a person wants to acquire expert wisdom at their workplace. Jason (2020)

This is definitely the best model if fast reliable results are required. An example of this would be a survey. Josephine (2020)

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Conclusion

Taking everything into consideration, there can be no doubt that this module has provided me with a lot of knowledge and practicability in regard to understanding each topic and putting it to use. The understanding regarding simultaneous usage of the three techniques has vastly helped me improve my paraphrasing skill and confidently use it in all my course works including this one and most definitely in future as well. Regarding the CV writing what has proven to help me in improving my writing a lot is the structure and the understandable way in which is explained in order to provide me with a practicability in writing a good Curriculum Vitae. As mentioned above cover letter writing was the most helpful part of this module in my experience as I never noticed the importance of it. I'm really hopeful that this would give me the edge in being chosen for my personally preferred job. Learning about reflective writing has helped me understand the significance it can make in day to day life itself even as it in my opinion it acts as an understanding of previously occurred events which can then be used as experience in making decisions in the future. As an ending I can confidently say that all these parts of the modules have together greatly helped me improve my academic and employability skills and understand the influence they provide.

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In-class excersises starting from next page->

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Regular CV page 1

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VASIL YOVIANOV KAMBUROV

Address: 172 Foxley Lane, Purley, London CR83NF

E-mail: kamburovasil@gmail.com

Mobile: 07590598528

Education

2015 - ongoing Bachelor of Business Entrepreneurship

New Bulgarian University (Bulgaria)

Modules: Microeconomic principles (C), Marketing (C), Business Communications (B), Statistics (C), English (A), Finance foundations (C);

2010-2014 Dagenham Park Church of England School

- **State Examination:** Distinction (A), English Language (C), English Literature (C), English IGCSE (C),

Additional education:

Completed- The Complete Digital Marketing Course - 12 Courses in 1; 40 hours

Amazon Affiliate Marketing+ SEO; 25 hours

Undergoing- Facebook Ads & Facebook Marketing MASTERY 2019

Complete Python Bootcamp

Work experience

April 2017 - April 2018

Marketing Account Manager at NexGenMobi, London

- Managed online marketing campaigns from conception through execution
- Monitored campaigns' progress, identified key risks within each campaign and suggested alternative strategies when the original approach wasn't in line with output expectations
- Maintained the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for enhancing sales and facilitating future product releases
- Delivered a solid return-on-investment (ROI) and achieved a 25% increase in company monthly revenue by developing and implementing various of successful affiliate marketing promotional strategies
- Focused on the growth of existing accounts and acquiring of new business as well as establishing relationships with potential new affiliates
- Provided high level of communication to both internal and external audiences
- Brainstormed with account management team to determine marketing goals
- Collected and analysed marketing data, in order to improve and maintain the quality of the active campaigns

Academic and Employability skills

Regular CV page 2

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May 2018 - February 2019

Marketing Affiliate Manager at ES Bright Consultants, Sofia

- Consulted affiliates on PPC, PPV, Media Buy, Display, PoF, Facebook, Mobile, and various other advertising platforms
- Maintained affiliate satisfaction and prompt response time using Skype, AIM, Gchat
- Dedicated a total of hundreds of hours resulting in improvement of over 70% in productivity rating using Trello
- Conversed with thousands of affiliates over 9 months from over 20 countries
- Drove sustainable and ever growing income in gross revenue
- Sustained organized records of all affiliates and current relationships using the dedicated company online platform (<https://itscanadatime.postaffiliatepro.com/affiliates/>)

Other Work Experience:

June 2016 - February 2017

Supervisor at Kudos Ltd.

- Maintained administrative functions - inventory, employee attendance and counselling
- Demonstrated leadership, cooperation and teamwork skills in a diverse environment, as well as the willingness to help colleagues when needed
- Resolved guest concerns and complaints, in order to maintain a positive atmosphere
- Responsible in supporting the quarterly statement of profit and loss
- Ensured guests' and employees' satisfaction by providing high quality of service

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Regular CV page 3

Academic and Employability skills

Key skills:

Language skills:

- **English:** fluent speaker and writer.
- **Bulgarian:** native speaker

Core skills:

- Good understanding of the Business as well as IT processes
- Good organisational and interpersonal skills
- Decision making and Problem-solving skills, gained during my previous job as an Account Manager
- Strong communication and negotiation skills
- Ability to think and act proactively as well as to communicate with target audience and manage customer relationships
- Significant experience with affiliate marketing services

Computer skills:

- Proficient in the use of Microsoft Office including Excel, Power Point and Word as well as Freshsales and Trello

Interests and hobbies:

- Leading a healthy lifestyle through various sport activities such as playing football, going to the gym and playing tennis.
- Travelling internationally as well as visiting history museums in various parts of the UK, in order to gain a better understanding of the British history.

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CV for Marketing page 1

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VASIL YOVIANOV KAMBUROV

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E-mail: kamburovasil@gmail.com

Mobile: 07590598528

Education

2015 - 2019 Bachelor of Business Entrepreneurship

New Bulgarian University (Sofia, Bulgaria)

Modules: Microeconomic principles (C), Marketing (C), Business Communications (B), Statistics (C), English (A), Finance foundations (C);,

2019-ongoing Bachelor of Skills for the Workplace

University of Wales Trinity Saint David (London, UK)

Additional education:

Completed- The Complete Digital Marketing Course - 12 Courses in 1; 40 hours

Amazon Affiliate Marketing+ SEO; 25 hours

Undergoing- Facebook Ads & Facebook Marketing MASTERY 2019

Complete Python Bootcamp

Work experience

April 2017 - April 2018

Marketing Account Manager at NexGenMobi, London

- Managed online marketing campaigns from conception through execution
- Monitored campaigns progress, identified key risks within each campaign and suggested alternative strategies when the original approach wasn't in line with output expectations
- Maintained the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for enhancing sales and facilitating future product releases
- Delivered a solid return-on-investment (ROI) and achieved a 25% increase in company monthly revenue by developing and implementing various of successful affiliate marketing promotional strategies
- Focused on the growth of existing accounts and acquiring of new business as well as establishing relationships with potential new affiliates
- Provided high level of communication to both internal and external audiences
- Brainstormed with account management team to determine marketing goals
- Collected and analysed marketing data, in order to improve and maintain the quality of the active campaigns

Academic and Employability skills

CV for Marketing page 2

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June 2018 - April 2019

Digital Affiliate Account Manager at E&G , Bulgaria

- Managed online marketing campaigns from conception through execution
- Focused on the growth of existing accounts and acquiring of new business as well as establishing relationships with potential new affiliates
- Monitored campaigns progress, identified key risks within each campaign and suggested alternative strategies when the original approach wasn't in line with output expectation
- Collected and analysed marketing data, in order to improve and maintain the quality of the active campaigns
- Maintained the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for enhancing sales and facilitating future product releases
- Provided high level of communication to both internal and external audiences
- Brainstormed with account management team to determine marketing goals

Key skills:

Language skills:

- **Bulgarian:** native speaker
- **English:** fluent speaker

Core skills:

- Good understanding of the Business as well as IT processes
- Good organisational and interpersonal skills
- Decision making and Problem-solving skills, gained during my previous job as an Account Manager
- Strong communication and negotiation skills
- Ability to think and act proactively as well as to communicate with target audience and manage customer relationships
- Significant experience with affiliate marketing services

Computer skills:

- Proficient in the use of Microsoft Office including Excel, Power Point and Word as well as Freshsales and Trello

Interests and hobbies:

- Currently undergoing various digital marketing courses at relatable particularly to the affiliate marketing area as well as undergoing entry level programming courses

Academic and Employability skills

Cover Letter

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VASIL KAMBUROV

172 Foxley Lane, Purley, London, England CR83NF [L1](#) MOB: 07590598528 email:1909879@student.uwtsd.com

Dear Director Example,

Ignite Visibility intrigues me as a company which is proud with the creation of one of the best advertising, marketing and affiliate campaigns. As a young, vibrant Affiliate marketing manager, I have an over 2 year ever progressive affiliate marketing experience which as lead to client and sales growth through usage of my innovative strategies. According to the qualifications you require match with the expertise I [possess](#) and I would love to prove it to you by joining your team of Affiliate Marketing Managers.

I have continuously improved my competence to provide efficiency in advertising of mobile platforms by improvising and implementing innovative product solutions and marketing strategies. I have managed to succeed in a big organisation with a fast-paced workflow where for a year I managed over 200 affiliate marketing campaigns and improve their result in numerous categories. While working for Nex-Gen Mobj and E&G Finances some of the key areas I have excelled in are:

- Delivered a solid return-on-investment (ROI) and achieved a 25% increase in company monthly revenue by developing and implementing various of successful affiliate marketing promotional strategies
- Maintained the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for enhancing sales and facilitating future product releases
- Monitored campaigns progress, identified key risks within each campaign and suggested alternative strategies when the original approach wasn't in line with output expectations
- Collected and analysed marketing data, in order to improve and maintain the quality of the active campaigns

These areas along with several more mentioned in my CV have proven a key factor in both companies excelling through the digital marketing industries rankings. My track record has been the reason for many clients to request to use my services over and over again. Taking everything into consideration it's vivid that I am a suitable candidate for this [position](#) and I would welcome the opportunity of joining your team in order to help achieve your marketing goals.

Please review my attached curriculum vitae for further information regarding my qualifications and don't hesitate to contact me whenever is convenient for you to taking my candidature forward. Thank you for your time and I look forward to meeting you soon.

Sincerely,

Vasil Kamburov

Vasil Kamburov
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