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ACADEMIC AND EMPLOYABILITY SKILLS(BMSW4001)
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Overview

- ▶ Introduction
- ▶ Swot analysis
- ▶ Time management
- ▶ Note Taking
- ▶ CV
- ▶ Cover letter
- ▶ Personal Development Plan
- ▶ Conclusion
- ▶ References



OVERVIEW

INTRODUCTION



The purpose of this presentation is :



To improve on my learning experience in this module



To show my strengths and weaknesses



The strategy I use to manage my time

SWOT analysis



Strengths:

- Time management
- Note taking
- Communication

Weaknesses:

- Summarising skills
- Academic writing

► TIME MANAGEMENT

- Time management can be defined as the procedure of organizing and planning of dividing the time among practices .
- This skill is vital specifically in the role of housekeeping manager as I must manage my team to get their job done in time (Rowe and Zegwaard,2017)



► NOTE TAKING

- The practice of concisely recording the essential information that can be recalled later is known as note-taking .
- As a housekeeping manager, it can be handy for keeping a record of the tasks that are completed and yet to be done (Osmani et al .,2019).

CV

Definition: A **CV** know as curriculum vitae, is an in-depth document that consists of relevant information related to professional and academic history(Cotronei-Baird,2020).

- ▶ It opens a pool of opportunities for myself as per the desired job position and field.
- ▶ By having a good cv I will make a good impression when applying for a job.
- ▶ A good CV helps me show the employer what kind of person I am as the cv is the direct communication.



Cover letter

Perfect Cover Letter

1 **YOUR NAME** 555-212-8533
your-email@gmail.com

2 Dear [Recruiter/Hiring Manager's Name],

3 **INTRO PARAGRAPH:**
Grab the reader's attention right away with a **unique opening line**. In a few sentences, describe what role you're applying for, why you're interested in the job (**and the company itself**), and what makes you a good fit.

4 **BODY PARAGRAPH(S):**
List the responsibilities of your position, projects you participated in, skills you acquired, and above all, the **impact that you had**. Feel free to include any accomplishments or awards you received.

5 **CLOSING PARAGRAPH:**
Re-emphasize why you're interested in the position, why you're passionate about the company, and why you'd make a good fit. In addition, describe how you, if hired, would contribute to the company.

CALL-TO-ACTION:
Prompt the reader to move forward with your application by inviting them to follow up with you, and thank them for reviewing your cover letter.

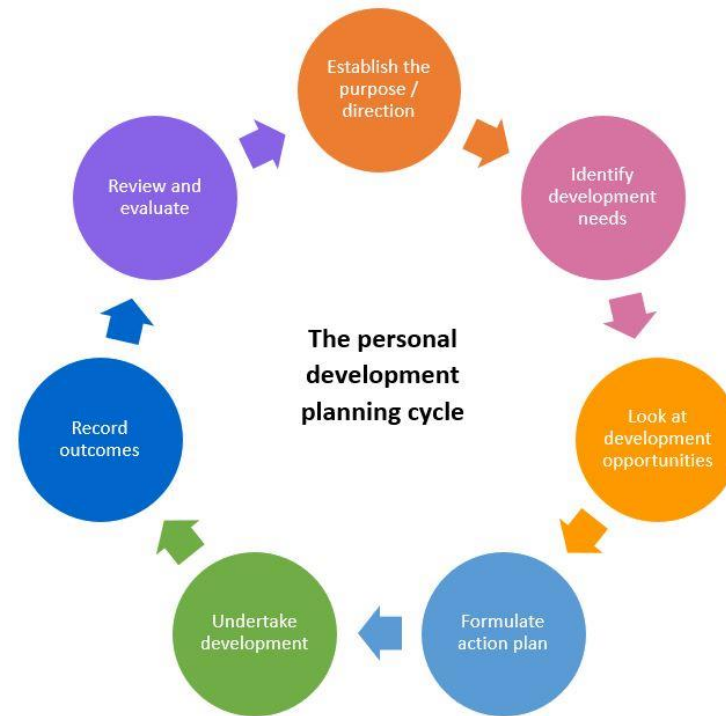
6 Sincerely,
[Your name]

Definition : This is a well-written document that is generally submitted with the job application or CV consisting of the applicant's interest in the position and the applicant's credentials(Suarta et al.,2018).

- ▶ The cover letter that is attached to the CV helps me in introducing myself to potential employers(Cotronei-Baird,2020).
- ▶ Through cover letter I can present my personality and interest.
- ▶ It provides me a chance to portray my professional story in a personal manner.

Personal Development Plan

- ▶ To write the key points and phrases.
- ▶ To read original texts multiple times and assuring that the summary is shorter than original source.
- ▶ To understand the key notes of a text.
- ▶ To be able to create my own opinions about a writing text or a content.
- ▶ To improve my writing and reading skills.



Conclusion

- ▶ Evaluation of the different kinds of academic and employability skills.
- ▶ Skills that can be implied in the future for professional and personal development.
- ▶ Theories and models related to the development of these essential skills.
- ▶ Essential skills in the role of housekeeping manager.



Conclusion

Reference

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