

UNIVERSITY OF WALES TRINITY SAINT DAVID

Academic and Employability Skills

ASSIGNMENT – 2

Module: Academic and Employability Skills

Module code: BMSW4001/Term 2

Lecture: Shao-Lan

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Table of Contents

Introduction:	3
CV:	3
Cover letter:.....	5
Presentation:	6
Conclusion:	7
References.....	7
Appendix: 1	8
Appendix: 2	9

Introduction:

This reflective report aims to show how much this term has helped me improve my academic and employment skills. How To Get A Better Job? How to change your thinking? To show my new understanding of write CV, what is a cover letter, how to present to a job interview and give better presentation. All this makes me much more secure and calm, I believe in myself and in success. I used to use Kolb reflective model (McLeod,2017).

At the beginning of my student journey, I wasn't very sure what awaited me. I was filled with fear of failure, uncertainty, anxiety. After years of mother and housewife, it was a great challenge to go back to school. Meetings with new people were also disturbing. It's hard to think how competitive I would be, what kind of job to start, how to find a job and what I have to offer. I didn't know if I still had the qualities I could use to look for a new job.

Someone told me I was the CEO of the house. These words changed my thinking and made me think, look back and make a note. Before this course, I really didn't realize how responsible and how different the skills of the mother and the housewife were. Words spoken at the right time and place can do wonders. I began to believe more in myself. All my skills and knowledge easy I can transfer to any new opportunity job and can be reliable new employee.

I've never had to write a CV, cover letter, and presentation in my life. What I knew was just from the ready-made form standards and just filling in the information. But now after completing the course, the new skills and knowledge I gained have found that I can achieve great results and be strong enough to change my life,(Voss, 2016) agrees with me.

CV:

What the CV means, how it is written, and what the purpose of the CV answer is - I didn't know. My memories of the CV have been around for centuries. I just graduated from school and my friend and I wanted to stay in the big city. I did a CV on a model, I put in a picture and that was it. No attitude. Accordingly, there was no result, and no

one called for an interview. Through familiar and recommendations, I found a job and the problem with the CV disappeared.

Now I have to go on stage again, but this time I will be prepared. What I learned from this module is that the CV is not about me, it is about the employer, the company. What is the purpose of a CV? The answer is to call us for an interview, to start a conversation. How to make a CV unique so we can compete and be invited for an interview, how to sell myself better?

Before this class, I was not very sure what it should contain and why strong words should be used in CV. But after this class and the exercises, comments and sharing of experience from classmates, I began to understand better.

For each job I need a separate CV for each position. There is no way to use a CV for 100 different positions. Writing a CV may take time. The CV should include personal information, education / qualification, experience, key achievements, interests, additional. The new thing for me that I can add to my CV is a personal statement.

Before I thought, personal information should include all personal information. But now I understand that this is not necessary (Morgan, 2017). Name, address, phone number and email are sufficient. Date of birth, marital status may be missed. It is important to pay attention to small details such as the name of the email.

The personal statement is the first and more important part of the CV that the employer will see. I have to put more effort, attention and time here. How can I impress my employer in just 5 seconds, make him smile and ask to meet me? I briefly present who I am, the knowledge, skills, experience, description of my previous responsibilities and how it would be useful for the company using powerful words related to the job (Moodle, 2019).

Education, qualification, experience begins with the most recently acquired or what is currently being done. Indicate start and end dates, the name of the institution or place of employment and what was our job description. If I have too much qualification or experience, I choose only those who are close to the position we are applying for. I was worried about what I could write as an experience, as I am a housewife and mum. After the lesson I learned that I have enough transferable skills that can be useful to me and use them for my CV.

Cover letter:

“A covering letter is a professional business letter which provides an employer with an introduction to an accompanying CV” (Morgan,2017).

When I chose this university, I was pleased to find that I did not need to prepare a cover letter. Before that, I stood in front of a blank sheet and wondered what to write. At that time, I was looking forward and attended the lecture of the cover letter with great interest. I am pleased to learn that the cover letter is not for me but for the employer, the company. A cover letter is much more important than a resume. In it, the company needs to understand that their lives will become easier with me. I deal with their problems and we have the same goal to achieve.

Employers want the easiest life possible when it comes to hiring employees. They want to do the job at less cost to themselves. They are looking for candidates who are so confident, qualified and able to work with minimal training and understand what is needed in the context of this company. I have to think about how I can handle this with my personality. How am I related to the needs of the company?

As I mentioned before, I have no idea of a cover letter, but now that I've learned, it's important to keep it personal. The employer can smile, feel good, if I know who the cover letter is. That means I paid attention to the company and some research was done. Then mentions the position for which the application was made and where the job was viewed. Can be used font Bold to have more attention on it. All paragraphs should be short and powerful enough to be interesting to the employer and want to know more. Let the cover letter be no more than a page long so it is not boring.

A research of the company should be made and has to pay attention to the job description. The job description usually lists the skills and knowledge the employer is seeking for in the applicant. I use those that I own and that are related to the position I am applying for. Then we inform what we are specialized in, what we are good at and how this would help the company. How different and creative we are from other candidates. STAR method is good to show what a giant result I have in previous job, see Appendix 1.

If it is related to the health sector, can mentioned knowledge of how it is put into practice for health and safety and human rights.

Presentation:

Presentation is a set of many abilities, academic and employability skills. Ability to speak in front of people, use the body language properly, tone of voice. How to get people's attention, be interesting to them, and listen actively.

Some find it easier and more successful in written communication, others prefer to talk, others just improvise - which is not always a good idea. I worry about all this.

My experience with presentation is from term1, when we had a group presentation for one module. I was so restless and scared that in practice, before the exam itself, I did not realize how I was getting nervous from step to foot, I was not even able to read the notes. I used to practice in front of the mirror, but it's not like talking in front of an audience. However, at the right time I did satisfactorily and the team introduce well. The presentation is not just about delivering information, you have to know how to convey it in an interesting and memorable way. This is new to me and after the class and the exercises come to pass.

Effective performance should get the audience's attention from the beginning. To mention briefly what exactly the audience expected to hear and what would be useful for her. This can happen with a kind of question, some funny photo – if there is a PPT, short personal story relevant to the topic (Sinek,2015)

The eye contact with the audience is important, presenter need to speak clearly, smiling and to be connected to the audience. Do not turn your back or read constantly from notes. Still, it's a presentation. It's good to be ourselves, we're close to the audience.

The small group presentation in class was very helpful. The first is that we had to work in a small team, reach an agreement on an opinion and choose a topic, put into practice what was learned. All the other groups were interesting in their own right, even those who panicked because of the missing participants did well. They grabbed the interest of the audience and we had fun, we wanted to hear more.

Those who also had PPT were tasked with attracting attention from the outset, not cluttering it, and matching the information provided. For each PPT, the slides should be simple, with a bullet point and 66 rules (6 words a line, 6 line a slide).

This is how I prepared for the individual brief presentation. I think it was interesting, I was prepared, but I practiced a little. I went into detail and did not have time to say everything I wanted on the subject. I finished successfully, see Appendix 2.

For a successful presentation, we need to be prepared, make the notes to be on time. And practise, practise, practise.

Conclusion:

After all, I can say that I feel more relaxed, confident and ready to apply for a new job. What I realized was that I needed to take more risks. By the method of Kolb, who says we learn from experience, I should not be afraid that it can fail, no matter how many times. I'm learning from mistakes and if I figure out where I'm wrong, maybe next time I'll succeed. Every failure leads to success. It's all about practice. I don't have to give up. I set myself a goal to follow. Be prepare, do research and do it.

References

Voss, C. (2016) *Never split the difference*, New York: Penguin

Morgan, P. (2017) *The business student's guide to study and employability*, London: Sage Publications Ltd

Moodle (2019) [Online] Available from :

<https://moodle.uwtsd.ac.uk/course/view.php?id=6958> (Accessed: 27 December 2019)

Skillshare (2015) [Online] Available from:

<https://www.youtube.com/watch?v=e80BbX05D7Y&list=PL2MhuZ6Klpp4mbBH6Ac8qHnm-OT3DrGBD> (Accessed: 27 December 2019)

McLeod (2017) *Kolb's learning styles and experiential learning cycle*, Simply psychology, <https://www.simplypsychology.org/learning-kolb.html>

Appendix: 1

UNIVERSITY OF WALES
Trinity Saint David
LONDON

Academic and Employability Skills (ACE) – term
BMSW4001
In-class exercise 1: Cover letter writing

Student Name: Anita Dimitrova Student ID: 1817350
Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1
Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] Anita Dimitrova
1 Any Street, Anytown

[Hiring manager's name] Cygnnet Hospital Ealing
[Hiring manager's company name] Cygnnet Health Care
[Today's Date] 14/11/2019

Dear CHE

I wish to apply for the role of Healthcare Support worker.
I found this job opportunity at www.reed.co.uk.
I obsessed helping people, give them emotional and physical support. To make them feel important.
As you looking for high-quality service, I believe that I am the right candidate for you. We have same mission - to support and encourage people to be independent and have better life.
Going across private sector shows that trust, communication and listening are key to achieve each the peoples ~~hand~~ heart, going to people individually.
I am committed and adapt easy to any situation. As you can see on my CV, I am able to measure and work with medical.
In my 10 years experience haven't any customer complaints, also 10% increase of new customers.

Lecturer's signature: _____ Date: _____

1 | Page

UNIVERSITY OF WALES
Trinity Saint David
LONDON

Academic and Employability Skills (ACE) – term
BMSW4001
In-class exercise 1: Cover letter writing

Because I am really open to learn and have new knowledge, I believe we can achieve all together.

I looking forward, hope see you for interview

Sincerely
Anita Dimitrova

Lecturer's comments: This is really good for your first attempt, Anita. You've made a great effort to apply the ideas covered in class. Stay focused on one idea at a time to help you develop each one and avoid confusion. Well done!

Lecturer's signature: [Signature] Date: 14/11/2019

2 | Page

Appendix: 2

Mini-presentation Feedback Form					
Student presenting: <i>Anita</i>					Date: <i>19/12/19</i>
SCORE: 5=Excellent, 4=Very Good, 3=Good/Average, 2=Poor, 1=Very Poor					
Topic:	5	4	3	2	1
DELIVERY					
The presenter delivered the material in a clear and structured manner	☒	☐	☐	☐	☐
The presenter was knowledgeable about the topic and any related issues	☒	☐	☐	☐	☐
The presenter maintained my interest during the entire presentation	☐	☒	☐	☐	☐
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐
The presenter was well organised and prepared	☒	☐	☐	☐	☐
Eye contact was maintained	☐	☒	☐	☐	☐
Body language was appropriate	☐	☒	☐	☐	☐
Time for presentation used effectively	☐	☒	☐	☐	☐
The presenter was able to present the material without excessive dependence on notes	☐	☒	☐	☐	☐
The volume was appropriate	☒	☐	☐	☐	☐
The presenter spoke clearly	☐	☒	☐	☐	☐
The pace of speech was natural	☒	☐	☐	☐	☐
There was a clear introduction	☒	☐	☐	☐	☐
There was a clear conclusion	☒	☐	☐	☐	☐
CONTENT					
The topic was interesting	☒	☐	☐	☐	☐
The presentation was concise and informative	☐	☒	☐	☐	☐
The presentation contained good examples	☐	☒	☐	☐	☐
Content was relevant to the topic	☒	☐	☐	☐	☐
Relevance to the module	☒	☐	☐	☐	☐
OVERALL PREPARATION					
POINTS AVAILABLE 100					
POINTS EARNED <i>92</i>					
GRADE <i>—</i> %					
					LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION.
					<i>ES</i>

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of