



ACADEMIC AND EMPLOYABILITY SKILLS

Module Code: BMSW4001

Katya Koleva
ID: 2123449

Contents

Time management.....	2
How to manage your time effectively and efficiently.....	2
Key points.....	2
CV Writing.....	3
What is a CV.....	3
How many types of CVs are there.....	3
Here's how to write a CV.....	3
Cover letter writing.....	6
What is a cover letter.....	6
How to write a cover letter.....	6

Introduction: In this report you can learn about time management, CV writing and Cover letter. In this report I cover the key facts about the time management, CV writing and the cover letter. I explain what the CV is, what is the cover letter and how to manage your time.

Time management

When you know how to manage your time you can achieve a lot of benefits. This include:

- **More energy**
One of the biggest benefits of managing time is good energy and motivation. When you're working for so long you losing your energy and you feel tired all the time. When you have good time management skills this can help your energy and productivity levels. Increased energy helps you focus on your most important work. When you have more energy you are more focused and productive for longer. To manage your time makes you more productive.
- **Less stress.**
- **Better professional character.**
- **Effectiveness** involves regularly reaching high standards, both in the work you do and the way you act. To being specialized supports you to achieve high-quality results, while impressing and motivating others – and feeling good about yourself.
- **Better probabilities of improvement.**
- **Extra chances to achieve your life and career goals.**

Ways of how to manage your time effectively and efficiently?

- The main to effective time management is plan and then keeping the planned timetable.
- **Scheduling:** Practice a calendar, and an activity organiser to timetable when to do things, and time-slots for stuffs you know will need doing or answering to.
- **Stay organised:** Set up a daily routine, separate the work you doing in different folders and notebooks. Clean your desk and organised your things on the table. Don't go crazy about tidiness-most of the busy people make a big mess-but make sure your mess doesn't affect your effectiveness.
- **Make sure you have Goals:**
- The most successful "time managers" have strong goals to aim for. They develop SMART Goals, letting them to deal their time efficiently. Pirate map is a great way to see your aims evidently – so that you're encouraged to give them the time they need.
- To be sure assured your goals are strong and accessible, each one should be:

- Specific (simple, sensible, significant).
- Measurable (meaningful, motivating).
- Achievable (agreed, attainable).
- Relevant (reasonable, realistic and resourced, results-based).
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Personal Assignment are as well supportive for being organized and staying loyal to your plans.

What Is a Personal Assignment Statement? A personal assignment report describes who you are as a person (or as a team colleague where you work) and classifies your perseverance, whether that's in the organisation or simply in life. It give details how you aim to follow that purpose, and why it matters so much to you.

- Key element

Time management sense organizing your time wisely – so you can use it more successfully.

The benefits of good time management include better productivity, less stress, and more chances to do the things that matter.

Mind Tools offers a wealth of resources to improve your time-management skills. They can help you to be more organized, to arrange better, to schedule tasks properly – and then to complete them in an intensive and well-organized way.

Our resources also explain how to use clear goals to guide your time management, helping you to stay motivated and well-organized.

And there's advice on overcoming common time-management experiments, so that you keep improving your tactic – and using your time to the full!

Ensure you start every day with a perfect idea of what you need to do – what needs to get done THAT DAY. Consider making it a routine to, at the end of each workday, go onward and write out your “to-do” list for the next workday. That way you can have successfull day.

CV Writing:

What is a CV?

What is a CV? A CV, is a paper used when applying for jobs. It lets you to review what kind of your education, skills and experience you have and supporting you to successfully sell your facilities to good employers.

Alongside your CV employers also usually ask for a cover letter as well.

How many types of CVs are there?

- Imaginative CV (meant for viewing abilities in promotion, design, and other creative fields).
- Technology (Technical) CV (for IT-based places).
- Education CV (for education roles).
- Academic CV (for research/lecturing based positions or PhDs).
- Skills-based CV (for those with miniature work practice).

I'll show you the way of writing a CV.

- Use the right structure.
- Select one of the best CV plan.
- Make an interesting CV Heading.
- Write a Great Personal Statement
- Write down you work practice.
- Include Your Training, Education and any course you did.
- Develop Your Professional Qualifications.
- Make a CV Skills Section.
- Add your Impact.

- CV Example:

Katya Koleva

Office Administrator

07639521752

Katya_koleva@yahoo.com

Katya.koleva@wilsonjames.co.uk

Personality:

Office Administrator with 6 months experience. My highest duty is to support team and customers for whole business processes. Some of their responsibilities include:

Dealing the welcoming area, as well as welcoming customers and clients.

Dealing business communication, counting phone calls, emails, letters and packages.

Control office, planning and billing cycles for the business

Sort out conferences, scheduling the trucks and seeing which one where to go.

Organising the office and make sure is nice, tidy and clean.

Shut down the trucks, check fulcrum hourly.

Performing data entry roles, including updating records and scanning papers for the drivers.

Creating travel journeys for delivery drivers , employees and company.

Work Experience

Office Administrator.

London, England.
January 2022–Current

Supervised office operations in a medium-sized construction firm.
In charge for the drivers schedule and paperwork's.
Answered phones and dealt with initial enquiries.
Going on meetings and talking with a lot of people.

Warehouse quality control:
London ENGLAND

Warehouse quality control worker with 3 months experience I was responsible for the quality of the production.
September 2021-January 2022.

Cheeking for any mistakes at the label of the production.

Created paperwork for all drivers and closing down their part in Fulcrum (that's app we're using to see our pallets).

Education

135 Sou Qn Amos Komenski located in Bulgaria where I finish my secondary school. After that I come to England and I finish ESOL course and Business Level 1, 2. Now I'm doing Certificate in Higher Education, Skills for the Workplace at University of Wales Trinity Saint David.

Key Skills

- Written communication skills: Prepared schedule for the delivery drivers at our company.
- Team working
- Self-aware
- Willingness to know different types of things
- The ability for thinking (problem solving and decision making)
- Being positive. Being calm and cheerful when things go wrong.

The languages I speak:

Bulgarian-English.

I did some volunteering:

Volunteering at the Charity event last year at Abbey Wood Park, May 2021.

Volunteering at the London South East Colleges restaurant.

Cover letter writing:

Do you know what a cover letter is? Let's see together.

A cover letter is a document which you send with your CV. This make your CV looks more professional. Within the cover letter, you must bring into line your diplomas, related abilities and earlier experience clearly to the job description to highlight that you have done your research into the role and are keen to join the team.

How to write a cover letter?

A very good cover letter will rise your chances of being called for an interview with the manager.

Below we go over ten key advices for extreme effect:

1. Statement the contact mentioned in the job advert.

Take attention when writing the letter to guarantee it is very important that the cover letter is received by the right person - perfectly the hiring manager - and make it strong which role you are applying for. If you don't know the name of the hiring manager, also ask the recruiter, or simply write 'To whom it may concern'.

2. Summary your recent career position and the reason you to move on - don't be negative.

If you stay presently in a job, explain the motives for your attention in the new role in the cover letter, whether that be career movement, individual goods, or even that you are just looking for a change. If you have gab in your CV, use the cover letter to highpoint the motives for your interest, but also make sure you are honest as to why you have been out of work before.

3. I will show how I did my researches

Be up to prove an appreciation of the business's past, their zone of industry and the work they do, to an employer, reveals your level of attention in the starring role. Somebody who has visibly made an effort to find out more about a business and referenced this in their cover letter will be viewed by the hiring manager as a more committed candidate than one who has not. Be sure to look through the company website, find out what you can about the company's culture, and come prepared to discuss its history and its evolution.

4. Show us why you are interested to work for them as an employer.

Use the letter to prove just the way this role will power your bigger career goals: how will you be competent to use your skills and grow within the administration? Is the defined culture one you would be happy to work within? Make sure you can clear the motives why you want to work for the business and take in them in your cover letter.

5. You can tell the employer why you think you're the best candidate.

Best applicants will be talented and careful specialists, so it's key to reflect why you would be the perfect applicant and connect this in your cover letter. Highlight your past activities and any extra skills that would help the organisation if you were selected to fill the place.

6. Make your cover letter fit to the job and keep away from repetition:

If you're making an application for several roles, don't drop off into the trick of use again the same cover letter. It should be custom-made to the role you are applying for and in line with the job description and company's behaviour.

7. Highlight your transferable skills, accomplishments, and flexibility

Transferable skills can benefit control your appropriateness for a role, so be sure to contain any personal features or character traits that make you a better fit for the role and interesting to a hiring manager. If you have reached great results in a similar role, be sure to highlight your achievement.

8. Adapt your data, but don't slavishly match the job description

Where your abilities and experience fit the criteria, mention the crossover between them, but don't use every word or listed skill set to describe yourself in your cover letter.

9. Make sure it's neat, brief, and typo-free

A typed, one page and error-free cover letter is expected. If your cover letter contains spelling mistakes, your CV will very quickly find itself in the 'no pile', regardless of how experienced or skilled you are.

10. End by politely expressing interest in further dialogue.

Conclusion:

The conclusion of this report: We know how to manage our time, we know how to write a CV, we know how to write a cover letter.

References:

References

What Is Time Management? - Mind Tools, 2022. *Mind tools*. [Online]

Available at:

https://www.mindtools.com/pages/article/newHTE_00.htm#:~:text=Time%20management%20is%20the%20process,tight%20and%20pressures%20are%20high.

[Accessed 11 04 2022].

References

How to Write a CV for a Job (Guide & Examples for the UK), 2022. *How to Write a CV for a Job (Guide & Examples for the UK)*. [Online]

Available at: <https://zety.com/uk/blog/how-to-write-a-cv>

[Accessed 11 04 2022].

What Is Time Management? - Mind Tools, 2022. *Mind tools*. [Online]

Available at:

https://www.mindtools.com/pages/article/newHTE_00.htm#:~:text=Time%20management%20is%20the%20process,tight%20and%20pressures%20are%20high.

0is%20the%20process.tight%20and%20pressures%20are%20high.
[Accessed 11 04 2022].