

New Opportunities for the Development of Education at the Technical University of Liberec

Specific objective A2: Development in the field of distance learning, online learning
and blended learning

NPO_TUL_MSMT-16598/2022



**CAREER DEVELOPMENT - preparing students for a job
interview, including personalized elevator pitch**

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Cover letter – basic vocabulary overview

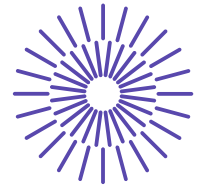


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CONSIDERABLE = EXTENSIVE experience

DIRECT = FIRST-HAND experience

PRACTICAL = HANDS-ON experience

PREVIOUS = PRIOR experience

LIMITED = LITTLE experience

RELEVANT = APPROPRIATE experience

to **APPLY** for a job

APPLICANT

APPLICATION - a letter of application = žádost OR application letter

job application – a complex portfolio that contains Resumé = Curriculum Vitae and a cover letter

fill in / complete an application form

full understanding = thorough understanding

be experienced in ...

have good background in...

have advanced experience with...

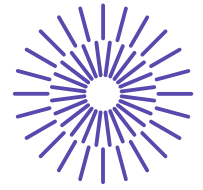


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be advanced user of...

thorough knowledge of...

advanced level in...

HAVE: extensive = advance knowledge of...

deadline oriented attitude

BE: result-driven

self-driven / self reliant

results oriented

determined

decisive

reliable

fast learner

organized

courteous

thoughtful

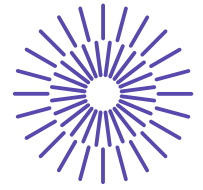


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methodical

punctual and accurate

willing to learn

willing to travel

team player

relaxed and easy-going

lively

committed

loyal

cooperative

hardworking

positive

thorough

dependable

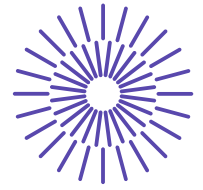


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be RESPONSIBLE FOR doing something (other responsibilities include..)

duties included/include

provide

ensure sth. (ensuring/ensured)

assist at

deal with

arrange sth.

monitor

review

develop

approve

negotiate

support

contribute to sth.

supervise over

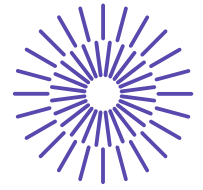


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coordinate

report to

be involved in

play a key role in (some activity)



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