



## **INTRODUCTION TO THE LABOUR MARKET**

*Exercise 1. Preparing the application documents*

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# Erasmus+

## 2 Introduction to the labour market Exercises 15h:

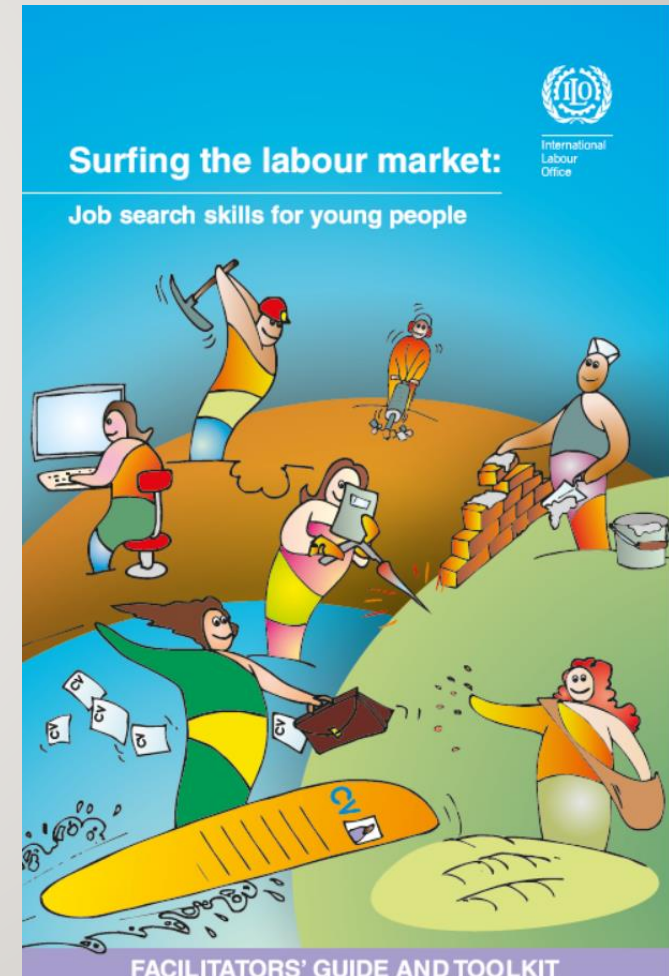
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1. Preparing the application documents (11h)
  - a) CV
  - b) cover letters
  - c) Portfolio
  
2. Preparing for an interview (4h)
  - a) self-presentation
  - b) interpersonal communication.

### 3 Preparing the application documents – CV (2h)

- See lecture 2-3 to prepare good CV and portfolio (homework).
- Prepare your own basic CV on two A4 pages, based on the tips in the training materials, pages 98-115:

Corbanese V. & Rosas G. 2013. Surfing the labour market. Job search skills for young people. International Labour Office. PDF



**Preparing an effective CV**

**1. Preparation**

Before you start writing, take some time to do a self-assessment. Write down your skills and abilities as well as your work-related experience and social activities. This will make it easier to prepare a thorough CV.

**2. Drafting**

**Name, address, telephone number and e-mail address**

All your contact information should go at the top of your CV.

Avoid nicknames.

Use a permanent address and telephone number where you can be easily reached.

If available, add your e-mail address. Choose an e-mail address that sounds professional.

**Career objective**

This objective should tell potential employers the sort of work you aspire to do.

Be specific about the job you want. For example: "My career objective is to obtain an entry-level position as a nurse in a hospital to apply my nursing skills and knowledge".

Tailor your objective to each job you target by matching the skills you possess with the job you are looking for.

**Education and training**

New graduates with little or no work experience should list their educational information first.

Indicate your qualifications, the institution that issued it and the year.

Add the average grade attained and mention school honours/awards.

**Work-related experience**

Give a short overview of skills acquired through work-related experience. Focus on achievements and use action words (achieved, acquired, addressed, managed, etc.) to describe your job duties. Include your experience in reverse chronological order — that is, put your last job first and work backwards to your first, relevant job. Include:

Title of position,

Name of organization

**Preparing an effective CV (continued)**

Location of work

Dates of assignments

Describe responsibilities with emphasis on work-related skills and achievements.

**Other information**

You may want to add:

Core skills and competencies (for example planning, problem-solving, team working skills).

Participation in social activities and sports (e.g. in volunteer organizations) that may interest the employer although not strictly related to the position you are applying for.

**References**

Ask two or three persons you know if they are willing to serve as referees before you give their names to a potential employer. Do not include these names in your CV but indicate: "References to be given upon request".

**3. Review**

Have your CV reviewed by somebody who has experience in drafting CVs. You can also take the following steps to ensure the quality of your CV:

Do a spell check before anyone sees it.

Get a friend to review the text.

Ask another friend to proofread it. The more people who see your CV, the more likely misspelled words and awkward phrases will be corrected.

**4. Finalize**

Use white, A4 standard size paper (maximum two pages).

Print on one side of the paper only.

If you are typing your CV, use a 10-14 font size and stick to it, avoid italics, script, and underlined words. If you are writing the CV by hand, make sure it is clear, and easy-to read.

Do not use horizontal or vertical lines, graphics, or shading.

**Task 2:** You have 20 minutes to prepare your CV. Remember to use action words (examples are provided below).

**Key words for CVs**

The following words may help with preparing and revising your curriculum vitae. They convey involvement and accomplishments and make your CV more readable and effective

Experienced In	Managed	Conducted	Edited
Handled	Initiated	Formulated	Drafted
Remained as	Innovation resulted in	Instrumental in	Coordinated
Recommendations accepted by	Expertise and demonstrated skills in	Recipient of	Demonstrated
Analyzed/Assessed	Assigned to	Administered	Assisted with
Succeeded to	Delegated	Honoured as	Consulted
Developed	Advised	Evaluated	Installed
Instructed	Investigated	Adept at	Negotiated
Performed	Presented	Planned	Recommended
Experience	Interacted with	More than...years experience	Budgeted
Involved/Included	Established	Extensive training, involvement in	Initially employed
Knowledge of/experienced as	Proficient/competent at	Temporarily assigned to	Operated as
Specialized in	In charge of	Improved	Served
Reported directly to	Proven track record in	Promoted to/from	Familiar with
Direct/Indirect control	Organized	Implemented	Provided technical assistance
(Sub-)Contracted			

## 5 Preparing the application documents – cover letter (2h)

- See lecture 2-3 to prepare good cover letter (homework).
- Prepare your own basic cover letter on one A4 page, based on the tips in the training materials, pages 98-115:

Corbanese V. & Rosas G. 2013. Surfing the labour market. Job search skills for young people. International Labour Office. PDF

**Session 3**

**Activity 3.4:**  
**Writing a cover letter**

**Task 1:** Individually, and on the basis of the sample cover letter provided below, you have 15 minutes to write a cover (motivation) letter to respond to one of the job advertisements presented in *Activity 2.2 How to read a job advertisement*.

**Task 2:** Share cover letters with a peer. You have 5 minutes to read and comment on the content.

Sample Cover Letter  
2-B Magnolia Av, Lullaby  
(000) 233333 (home phone)  
PGradenski@art-gt.com (e-mail)

(Date – dd/mm/yyyy)

Ms. Tanja Kovacev, Manager  
Accounting Department  
XYZ Company  
10 Lily Road  
Lukac

Dear Ms. Kovacev,  
I am writing to introduce myself at the suggestion of Professor Marco Tudov of Lullaby University. He indicated that you are very interested in talking to accounting students regarding possible career opportunities in your company.  
As you may see in the enclosed curriculum vitae, I have a strong academic background in accounting combined with over five years' work experience in accounting and bookkeeping. My recent internship at the Central East Bank allowed me to further develop and strengthen my technical and analytical skills. During this internship, I was a member of the team that successfully completed a major project converting a manual accounting system into a computerized one. Professor Tudov indicated this type of conversion is a major concern for your organization over the next year. I believe that I could make a significant and valuable contribution to the project of your company.  
I would be delighted to discuss with you how my educational background and prior work experience may help meet the needs of your company. I will be contacting you within the next few days to talk about the possibility of arranging a meeting.

Thanking for your time and consideration.  
Sincerely,

\_\_\_\_\_  
Paula Gradenski  
(Signature)

Enclosure: Curriculum Vitae

## 6 COVER LETTER – 1 page A4

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1. Full address and telephone number of the author;
2. Date of the cover letter;
3. Full name and position of the addressee along with the company's address;
4. Opening line (Dear Mrs. /Mr.);
5. The first paragraph, which introduces the writer and the reason for sending the letter;
6. The second paragraph, which describes the skills and experience that are relevant to the job;
7. The third paragraph that proposes a meeting to discuss your CV or interview meeting;
8. The last paragraph, which I thank the main recipient;
9. Author's signature and giving his name and surname;
10. Indication that a letter has been attached to the letter.



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Ms. Tanja Kovacev, Manager  
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Thanking for your time and consideration.

Sincerely,

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Paula Gradenski

(Signature)

Enclosure: Curriculum Vitae

## 8 Preparing the application documents – portfolio (7h)

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- See lecture 2-3 to prepare good portfolio (homework).
- Prepare your own basic portfolio on 10 A3 pages, based on the tips in the training materials:
  1. <https://www.archdaily.com/872418/the-best-architecture-portfolio-designs/592d5749e58ece98ac00011e-the-best-architecture-portfolio-designs-image>
  2. <https://www.thearchitectsguide.com/blog/10-architecture-portfolio-example-covers>
  3. [https://www.youtube.com/watch?time\\_continue=10&v=MQi8U-EC9Ug](https://www.youtube.com/watch?time_continue=10&v=MQi8U-EC9Ug)



## 9 How to prepare a portfolio?

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Let's start with what not to do. Do not bring your diploma - unless someone asks for it. No one ever asked me and I never asked anyone for it. Do not bring 1:1 drawings, i.e. fragments of projects in which you participated, unless you are asked to present the projection, cross-section or elevation you have prepared.

The portfolio should have a nice cover (it's your business card - it's worth investing in!). Then, the designs should be placed in plastic sleeves. A good and clear rule is: one page = one project. You develop each page like a CV - you give the subject, author, area, scope of your duties on the project. For this end, it's worth showing a nice visualization and projection and / or cross-section of the building. Ask your former boss for such materials and best obtain his written consent for use. Having a nicely bound portfolio also gives you the opportunity to sort the order of projects, for example by arranging housing projects at the beginning, when you go to a workshop specializing in such projects.

More: [http://www.bryla.pl/bryla/1,90857,13319597,Jak\\_napisac\\_architektoniczne\\_CV\\_.html](http://www.bryla.pl/bryla/1,90857,13319597,Jak_napisac_architektoniczne_CV_.html)

# 10 Preparing for an interview (4h)

- See lecture 2-3 to prepare to interview (homework).
- Read about SAVOIR-VIVRE IN PERSONAL PRESENTATION and tips for personal presentation
- Exercise in teams of 2-3 people, interpersonal relations in simulated scenes, discussed on a regular basis by the teacher.
- Prepare your own answers for teacher's questions on 1-2 A4 pages, based on the tips in the training materials, pages 120-133:

Corbanese V. & Rosas G. 2013. Surfing the labour market. Job search skills for young people. International Labour Office. PDF

## Preparing for job interviews

### Session 5 - Preparing for job interviews

#### Activity 5.1

##### Practicing interview questions

**Task 1:** The handout below summarizes the questions that are likely to arise during a job interview and provides some tips on how to answer. Individually, you have 10 minutes to read through the handout and highlight in your CV the parts that are useful to respond to the questions.

#### Interview questions and answers

##### Tell me about yourself.

This is an open-ended question used to break the ice. The key is to keep your responses related to the job. Be specific and do not ramble on. Your answer should be about two minutes long.

##### Why are you interested in working with this company?

This will show the employer if you have done your research. Be specific and state how what you have learned about the company relates to your career goals.

##### Why have you chosen this particular field?

This allows you to demonstrate your enthusiasm and dedication to your field.

##### Describe your best/worst boss

Be positive. Speak about your best boss if possible and, if pressed, give negative statements a positive spin such as "I had a supervisor who was often very vague. However, because of this, I learned to value good communication".

##### What is your major strength/weakness?

Strengths are easy, but be sure they are related to the job. As for your main weakness put a positive spin on it. For example "I tend to be nervous around supervisors, although I have gained more confidence since my last job where supervisors encouraged me to ask questions".

# 11 REFERENCES

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- Best architecture portfolio designs, <https://www.archdaily.com/872418/the-best-architecture-portfolio-designs>
- Corbanese V. & Rosas G. 2013. Surfing the labour market. Job search skills for young people. International Labour Office. PDF
- Robertson A. 2015. Working out in Architecture. A student guide to getting a job and getting the best out of work experience. Architectural Association. PDF
- CVs, COVER LETTERS, & TEACHING PORTFOLIOS. Career Development Center, Stanford University. PDF



**Project "SURE - Sustainable Urban Rehabilitation in Europe"  
implemented in frames of Erasmus+ Programme  
Key Action 2: Strategic Partnership Projects  
Agreement n° 2016-1-PL01-KA203-026232**

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