

# Programme (review)

## Obiettivi

Il corso si propone di fornire agli studenti le seguenti competenze conoscitive e capacità:

- Preparazione per uno scambio verbale di idee con fluidità e spontaneità, particolarmente nel campo della specializzazione professionistica.
- Capacità di comprensione delle idee principali di testi complessi su argomenti concreti o astratti, includendo discussioni tecniche del campo della specialità dell'alunno.
- **Abilità per la produzione scritta di testi riguardanti il campo accademico, professionistico dell'ingegneria con chiarezza e minuziosità.**

## Objectives

English 259 aims to provide students with the following cognitive skills and abilities:

- Preparation for a verbal exchange of ideas with fluidity and spontaneity particularly in the field of professional specialization.
- Ability to understand the main ideas of complex texts on concrete or abstract topics, including technical discussions of the field of the student's specialty.
- **Ability for the written creation of texts concerning the academic and professional field of engineering with clarity and meticulousness.**

# Curriculum Vitae

A standard document that gives details of your work experience, education, and background. It also gives your full name and contact details.

*HarperCollins. Writing (Collins Webster's Easy Learning) . HarperCollins Publishers. Kindle Edition.*

- Résumé
- Resume
- Curriculum Vitae
- Vitae
- CV

<b>RESUME</b>	<b>CV</b>
<b>Emphasizes skills</b>	<b>Emphasizes academic accomplishments</b>
<b>Used when applying for a position in industry, non-profit, and public sector</b>	<b>Used when applying for positions in academia, fellowships and grants</b>
<b>Is no longer than 2 pages, with an additional page for publications and / or poster presentations if highly relevant to the job</b>	<b>Length depends upon experience and includes a complete list of publications, posters, and presentations</b>
<b>After 1 year of industry experience, lead with work experience and place education section at or near the end, depending upon qualifications</b>	<b>Always begins with education and can include name of advisor and dissertation title or summary. Also used for merit/tenure review and sabbatical leave</b>

In American usage, a CV is much more detailed, longer, and presented in a different format than a résumé.

People usually send a cover letter with their résumé or CV. You will find help with this type of letter in the part of this book on writing letters.

A résumé should be as short as possible without leaving out essential information. Job advertisements sometimes specify the maximum length of résumé that is acceptable, but in any case your résumé should rarely be longer than three pages, and if you can get everything important on one or two pages that is best.

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- Quick and easy to read
- Clear and concise
- Pleasant to look at

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## CV defects to avoid ([jobs.ac.uk](https://jobs.ac.uk)):

- Applying for a position for which you're not qualified.
- Providing irrelevant personal information.
- Burying important information.
- Spelling errors, typos and poor grammar.
- Unexplained gaps in employment.
- **Lying or misleading information.**
- A long, waffly CV.
- **Badly formatted CV.**
- Meaningless introductions.
- The 'So What' CV.

# LYING or Misleading Information

([jobs.ac.uk](http://jobs.ac.uk))

“Recruiters are not stupid. They can spot information that doesn't stack up. For example, they're always on the look out for inflated:

- Qualifications
- Salaries
- Job titles
- Achievements”



# CV Templates?

The screenshot shows a software interface for selecting a CV template. On the left is a vertical sidebar with categories: All, Basic, Reports, Books, Letters, **Curricula Vitae**, Flyers & Posters, Newsletters, Stationery, Certificates, and Miscellaneous. A red arrow points from the top-left corner of the main window to the 'Letters' category in the sidebar. The main area is titled 'Choose a Template' and displays seven preview cards for CV templates. The first card, 'Curriculum Vitae', is highlighted with a blue border and a blue label below it. The other templates are labeled: 'Classic CV', 'Modern CV', 'Business CV', 'Elegant CV', 'Bold Type CV', and 'Informal CV'. At the bottom of the interface, there are 'Cancel' and 'Choose' buttons, and a page number '9'.

Choose a Template

Curricula Vitae

Curriculum Vitae

Classic CV

Modern CV

Business CV

Elegant CV

Bold Type CV

Informal CV

Cancel Choose 9

Personal Information

**FIRST NAME / SURNAME** Urna Semper  
**ADDRESS** 123 High Street, POSTCODE, CITY  
**TEL** 01234 567 890  
**FAX** 01234 567 890  
**EMAIL** no\_reply@example.com

**NATIONALITY** British  
**DATE OF BIRTH** 25.10.1981  
**GENDER** Female

outdated !!!

**DESIRED POSITION** Project Manager

Work Experience

**DATES** February 2012 - present  
**POSITION** Etiam sit amet est  
**RESPONSIBILITIES** Donec quis nunc, Curabitur vulputate viverra pede  
- Amet mi morbi auctor eligendi dicutm, diam ante  
- Nulla nunc lectus porttitor vitae pulvinar magna  
**EMPLOYER / ADDRESS** Leo Vitae Diam / 123 Elm, London NW1 S4Q  
**TYPE OF BUSINESS** Imperdiet mi Earum

**DATES** January 2009 - September 2011  
**POSITION** Imperdiet Sodales Urna  
**RESPONSIBILITIES** Lorem ipsum dolor sit amet; rhoncus leo magna viverra  
**EMPLOYER / ADDRESS** Leo Vitae Diam / 123 Elm, London NW1 S4Q  
**TYPE OF BUSINESS** Purus Sapien Lacus


**DATES** October 2006 - December 2008  
**POSITION** Imperdiet Urna  
**RESPONSIBILITIES** Lorem ipsum dolor sit amet; rhoncus leo magna viverra  
Ut id lorem at eros tincidunt aliquam  
Donec egestas scelerisque dolor  
**EMPLOYER / ADDRESS** Arcu Erat / 123 Elm, London NW1 S4Q  
**TYPE OF BUSINESS** Purus Sapien Lacus



## Education and Training


DATES	2004 – 2006
QUALIFICATION AWARDED	Cras in libero
PRINCIPAL STUDIES	Lorem ipsum; Dolor sit amet
INSTITUTION	Aperiam Sapien

## PERSONAL INFORMATION

### Betty Smith

 32 Reading rd, Birmingham B26 3QJ United Kingdom

 +44 2012345679  +44 7123456789

 [smith@kotmail.com](mailto:smith@kotmail.com)

 AOL Instant Messenger (AIM) [betty.smith](#)

Sex Female | [Date of birth](#) 01 March 1975

## JOB APPLIED FOR

### European project manager

**ADDITIONAL INFORMATION** Ipsum morbi auctor dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra. Amet mi morbi auctor eligendi dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra

# Curriculum Vitae

## PERSONAL INFORMATION

Betty Smith

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☎ +44 2012345679 📞 +44 7123456789

✉ [smith@kotmail.com](mailto:smith@kotmail.com)

💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

## JOB APPLIED FOR

European project manager

[italianmachoman@hotmail.com](mailto:italianmachoman@hotmail.com)

[sweetkitty@hotmail.com](mailto:sweetkitty@hotmail.com)

