



given at the top) can be included if required or regarded as necessary, in Personal Information/Details **at the end of the CV.**

**Do not insert a photograph** unless required.

## 2. Education

- **Do not include** in your list of educational institutions **anything below secondary level, language courses and short-term courses.** As you have university education, secondary education does not have to be included unless it is relevant to your degree course (e.g. secondary school specializing in mathematics, electrical /mechanical engineering).
- **Start with the name and location** of the institution. **Capitalize the names of the university, faculty, department** (*University of West Bohemia, Czech Technical University, Faculty of Electrical Engineering, Department of Power Electronics and Telecommunications*) and the names of the **courses** (Electrical Machines). Leave out the articles when listing the institutions (*University of West Bohemia, Faculty of ... , Department of ...* ).
- Give **further details on the following lines** (e.g. name of the doctoral/Master/Bachelor study programme, field/specialization and, where relevant, also the names of some of the courses you took and/or the topic of your project/thesis).
- Do not forget to add **the degree** you received: Bc., Ing. (with honours), Ph.D. Do not use the approximate British equivalents (MSc, MEng) – you did not receive these degrees. From the formulation “Master study programme” it is clear that “Ing.” is a degree awarded for Master study.
- If you are **still studying for a degree**, write **“expected in (e.g. 2014)”** after the name of the degree or **“to be completed in (e.g. 2014)”** after the name of the study programme.

## 3. Work Experience/Professional Experience/Employment

- List **all your jobs** (including summer jobs), both paid and unpaid. Jobs related to your studies and career are, of course, the most important. However, even summer jobs and part-time jobs may be relevant because they may have helped you develop your work-related skills (e.g. communication, leadership, working in a team skills).
- **Start with the name of the company/institution and its location.** Give **the title of your job** on the next line and finish **by specifying what you did/do** on the last line. You may use one of the following **“action verbs”**:  
*achieve, arrange, assist, coordinate, deal with, design, develop, help, implement, improve, increase, introduce, organize, plan, process, program, propose, promote, solve, train.*
- When you apply for a position in which your academic achievements are especially important, you may include a special **Research Experience** section listing your research positions and achievements.
- Do not forget that **teaching and doing research during your doctoral studies** (you are a *teaching/research assistant*) is also valuable experience. Put it in the Work Experience section unless your achievements deserve a special **Research Experience** section. Specify the **courses** you are teaching and the **research** you are doing. Include, if applicable, the **name of the project** in which you are participating.

## 4. Awards

List the awards and grants you received, e.g. Dean’s Award (year) for ..... , 1<sup>st</sup> place in University Student Research Competition (year), topic of presentation: ... .

## 5. Skills and Activities

These may include:

- **Short-Term Courses/Workshops**

- **Computer Skills**

- **Language Skills** (when you are not sure whether the person reading your CV is familiar with the combination of letters and numbers used in the Common European Framework of Reference, it may be safer to use the descriptive expressions – “*advanced, intermediate, beginner*”).

- **Technical Skills** (do not give information about your driving licence unless it is important for the job you are applying for)

## 6. Publications and Presentations

You may also include papers that have not been published or accepted for publication yet, but it is necessary to provide the following information: *in press* or *submitted manuscript* placed at the end of the citation.

## 7. Interests/Hobbies

## 8. References

In the References section you can either state that “*References are available upon request*” or **list the referees’/references’ names, professional positions and addresses.**

Do not give more than three referees. Before listing someone as your referee/reference, make sure that that person is willing to serve in that role.

## EXERCISES

### I. Work in groups of three to four.

**Below you will find extracts from authentic CVs written by PhD students. Discuss them with your partners, suggest changes/corrections and note them down. Choose one of your group to present your notes to the others. Compare the notes and discuss them with the others and the teacher.**

### Personal Information/Details

#### Example 1

Name: XY

Date of Birth: 12<sup>th</sup> February 1985

Address: Hrušková 7, 30100 Plzeň, ČR

Marital status: Single

#### Example 2

Name: XY

Date of Birth: 19.4.1986

Marital status: single

Adress: E. Beneše 10

CZ-301 00 Pilsen

Czech Republic

Tel.: ++420-377-623510

Nationality: Czech

Mobile: .....

E-mail: .....

## Education

### Example 1

2006 – 2008 Faculty of electrical engineering, West Bohemian University  
Major in Electronics and power electronics  
Winter term 2007 in Germany at University of Applied Sciences in Zwickau  
Degree: Master  
3x Awards of Dean of Faculty of electrical engineering

### Example 2

2007 – 2009 University of West Bohemia  
Faculty of Electrical Engineering (technical college)  
Power Electronics and Telecommunications  
diploma work: Intelligent room thermostat  
degree: Electrical engineer (MSc)

### Example 3

2010 – now University of West Bohemia in Pilsen  
Faculty of Electrical Engineering  
PhD study program: Electrotechnics

## Work Experience

### Example 1

2008 2-week experience at Temelín (nuclear power plant)

### Example 2

2010 teaching a subject Power engineering  
Faculty of Electrical Engineering, UWB

### Example 3

2007 – 2008 ZF engineering Plzeň s.r.o.  
Test engineer  
Testing automotive electronics  
Design of systems for automatic testing  
Drew circuit schematics

## Technical Skills

### Example 1

I am experienced in leadership during University and other projects.

### Example 2

I hold a clean driving licence. I have been driving for four years.

### Example 3

Certificate of the decree No 50 §11 in Electrical Engineering

**II. Home assignment: Write your CV using the above or any other suitable template. Think of what information is relevant to your application (e.g. application for a job with a company, for an academic position, a fellowship, a research grant ...). Bring your CV to your next class.**

## III. Work in pairs

**Exchange your CVs**

**Partner A**

Read your partner's CV. Tell him/her whether you would grant his/her application and give reasons why/why not. If you decide to reject the application or to recommend some amendments, you may have one or more of the following reasons:

- insufficient information,
- unsuitable ordering of information,
- vague formulations,
- sloppy formulations,
- mistakes in grammar, style, punctuation,
- other reasons.

**Partner B**

Respond to your partner's comments. Provide more information and/or correct your formulations.

**Now reverse the roles.**