

## **C.V. (curriculum vitae), RÉSUMÉ**

(strukturovaný životopis)

*should always be targeted*  
*should include only relevant facts*  
*should provide all the necessary facts*  
*should be true*  
*should have a proper layout (usually within 1 page only)*

*A good C.V. will contain:*

### **Personal Details/Personal Data**

*First name*

*Surname*

*(Date of birth, Place of birth, Nationality, Marital status)*

*Address (present and permanent)*

*Telephone number*

*E-mail address*

### **Education**

*time + name and location of school + type of course + branch of study, specialization (+ final examination)*

*usually in reverse chronological order*

*N.B. primary (basic) education is not included*

*specialized courses may be included*

### **Work Experience/Professional Experience**

*time + name and location of institution + kind of job + position + duties performed*

### **Additional Skills/Relevant Skills/Special Skills**

*knowledge of languages (level, examinations)*

*computer skills*

*driving licence*

*other (certificates, diplomas)*

*abilities*

### **Interests**

*professional (related to the job or profession or position)*

*other*

### **References/Referees**

*name of referee + institution + position + contact*

*(available upon request)*

Useful vocabulary:

branch – obor

specialization – specializace

hands-on training – praxe (při studiu; např. ve firmě; v „reálném“ prostředí)

summer job, holiday job / part-time job – brigáda

field trip (= 1 day), extended stay at... (longer than 1 day) - exkurze