


## PRÁCTICAS EXTERNAS: MÓDULO DE INGLÉS

SEMINAR 1	Job application	Feb. 2014
	APELLIDOS: NOMBRE: DNI / PASAPORTE: CORREO ELECTRÓNICO:	<input type="checkbox"/> ADE <input type="checkbox"/> ECO
		HOJA: 1 /

1. This semester you will do your work placement in a public or private business.
  - 1.1. Describe your company or organization, and explain what goods or services it delivers.
  - 1.2. Which tasks will you perform there?
  - 1.3. What expectations do you have about this experience?
2. Write a short paragraph about your professional goals.
3. Suppose you want to apply for a job.
  - 3.1. What advice does the video “How to write a great resume and cover letter” give you?
  - 3.2. Create your Europass Curriculum Vitae (CV). **(Use the template. This is the only task that you should do by typing. Everything else should be hand written.)**
  - 3.3. Write the corresponding cover letter.