



How to Write a CV and Prepare for an Interview
for PCTO (formerly called ASL) (Dlg. 107/15)

	Phase I Introduction via Skype	Phase II Individual or In-Class Study of Online Resources	Phase III CV presentation and “Mock Interview” at JCU
13 hrs. for ASL	2 hrs.	8 hrs.	3 hrs.
Location:	Via Skype	Online, individually and in groups	In-person at JCU Students come to JCU prepared to interview for one of the “job offers” described in the project material provided.
	Students learn <ul style="list-style-type: none"> • The importance of respecting terms of a meeting • Familiarization with communication technology • How to take notes during a Skype meeting 	Students learn <ul style="list-style-type: none"> • To take responsibility for their participation in the project • Work in groups and individually • Consider their personal interests and skills from a critical perspective 	Students learn <ul style="list-style-type: none"> • To dress appropriately for an interview • To identify and highlight their qualifications • To present themselves, their experience and their qualifications clearly <p><i>N.B.: Given the reduced number of students accepted to the session, all participants receive personalized feedback on their CVs and performance at the interview.</i></p>
5 students (from 10 schools)/Cycle = Maximum 50 students/1-month cycle	2-hr session scheduled for each school	Students study the online resources either in their school group of 5 students or with a teacher.	3-hr session in which students interview and receive personalized feedback on their preparation.