



Alternanza Scuola Lavoro at John Cabot University
Project 1
2016-2017

Study Guide - How to Write a CV (ENG)

<ul style="list-style-type: none">• <i>What is a CV?</i>	
<ul style="list-style-type: none">• <i>Who will be reading the CV in a company?</i>	
<ul style="list-style-type: none">• <i>How many seconds does the reader take to evaluate a CV?</i>	
<ul style="list-style-type: none">• <i>On which sections is your reader going to focus more attention?</i>	
<ul style="list-style-type: none">• <i>With what should a CV match?</i>	
<ul style="list-style-type: none">• <i>What are the main sections in a CV?</i>	
<ul style="list-style-type: none">• <i>What are the formatting features that make a CV effective?</i>	
<ul style="list-style-type: none">• <i>What kind of content makes a CV effective?</i>	
<ul style="list-style-type: none">• <i>What do we mean by 'soft' skills? Please list 5 soft skills.</i>	
<ul style="list-style-type: none">• 1.	
<ul style="list-style-type: none">• 2.	
<ul style="list-style-type: none">• 3.	
<ul style="list-style-type: none">• 4.	
<ul style="list-style-type: none">• 5.	



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<ul style="list-style-type: none">• <i>What do we mean by 'hard' skills? Please list 2 hard skills.</i>	
<ul style="list-style-type: none">• <i>1.</i>	
<ul style="list-style-type: none">• <i>2.</i>	
<ul style="list-style-type: none">• <i>What is the Europass and what are its main features?</i>	
<ul style="list-style-type: none">• <i>What is the Anglo-Saxon Resume and what are its main features?</i>	
<ul style="list-style-type: none">• <i>Why are CV's often discarded?</i>	