



RISORSE PER ALUNNI E INSEGNANTI: ASL at JCU – Progetto ‘Come Scrivere un CV e Prepararsi per un Colloquio di Lavoro’

Le seguenti risorse includono documenti utili per studenti ed insegnanti come Job Profiles, CV, materiali utili per affrontare un colloquio di lavoro, lettere di presentazione e griglie di valutazione.

JOB PROFILES

<http://www.johncabot.edu/community/ASL.Job%20Profile%201.pdf>

CV

<https://www.livecareer.com/resume-tips/how-to/write-your-first-resume/3-critical-mistakes-to-avoid-on-your-first-ever-resume>

<https://www.livecareer.com/resume-tips/how-to/write-your-first-resume/how-to-write-a-resume-when-you-have-no-work-experience>

<http://work.chron.com/write-resume-teenager-job-experience-8635.html>

<http://work.chron.com/put-beginner-resume-training-12450.html>

<https://www.thebalance.com/high-school-resume-template-2063264>

https://prospects-ac-uk.cdn.prismic.io/prospects-ac-uk%2Fd8ad97a1-42fc-4252-bf99-e158c99ac873_chronological-cv-example.pdf

https://prospects-ac-uk.cdn.prismic.io/prospects-ac-uk%2Fc145a88f-89f4-4ef6-b81a-08f33fcc9920_skills-based-cv-example.pdf

https://prospects-ac-uk.cdn.prismic.io/prospects-ac-uk%2Fd0a9ba5b-ab6b-4082-879a-cc8444d58fc2_academic-cv-example.pdf

JOB INTERVIEW

<http://careerservices.johncabot.edu/2015/07/07/how-to-get-an-interview/>

<http://careerservices.johncabot.edu/2015/07/09/how-to-interview-to-impress/>

<http://careerservices.johncabot.edu/2015/10/19/questions-you-should-not-ask-during-the-first-interview/>

<http://careerservices.johncabot.edu/2016/03/02/common-interview-questions-part-1/>



<http://careerservices.johncabot.edu/2016/03/04/common-interview-questions-part-2/>

<http://careerservices.johncabot.edu/2016/03/09/common-interview-questions-part-3/>

<http://careerservices.johncabot.edu/2016/03/15/common-interview-questions-part-4/>

<http://careerservices.johncabot.edu/2016/04/05/how-to-manage-a-phone-interview/>

<http://careerservices.johncabot.edu/2016/04/20/how-to-manage-a-video-interview/>

<http://careerservices.johncabot.edu/2015/09/25/how-to-answer-interview-questions/>

COVER LETTERS

<http://careerservices.johncabot.edu/2015/06/22/how-to-cover-letters/>

<http://careerservices.johncabot.edu/2017/07/11/totalk-soft-skills-cover-letter/>

GRIGLIE DI VALUTAZIONE

<http://www.johncabot.edu/community/ASL%20%20JCU%202017-2018%20TEMPLATE-LICEO.xlsx>