



## **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%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%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](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>