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Innosign

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TURKOOIS



IO3

MODULE 3

SHOW YOURSELF

Developed by:

DEAFSTUDIO

Career Paths
Inclusive **2**



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Curriculum

Module 3: Show yourself

Topic 1: Curriculum Vitae

Duration: 210 minutes (3.5 hours)

Learning Outcomes (EQF 2):

- ✓ **Knowledge:** Understanding of different types of CVs, including fiction and structured CVs, as well as the components of a structured CV such as personal details, work experience, education, skills and interests.
- ✓ **Skills:** Ability to create a structured CV using appropriate language and formatting, including accurate and relevant information in each section.
- ✓ **Competence (responsibility and autonomy):** Demonstrate responsibility in selecting and presenting relevant information in the CV and autonomy in choosing the appropriate format and tools to create and share the CV, such as using an online platform like LinkedIn or downloadable templates like Europass.

Teaching Methods/Techniques:

- (1) Individual work,
- (2) Class



Topic 2: Letter of application**Duration:** 210 minutes (3.5 hours)**Learning Outcomes (EQF 2):**

- ✓ **Knowledge:** Upon completion of this unit, participants will have a comprehensive understanding of the components and structure of a job application, including the difference between a cover letter and an application, as well as the importance of tailoring documents to specific job offers and companies.
- ✓ **Skills:** Participants will develop the ability to develop effective job applications, cover letters and CVs tailored to individual job offers, demonstrating written communication skills, attention to detail and adaptability.
- ✓ **Competence (responsibility and autonomy)** By learning how to prepare tailored job application materials and adhering to standards such as correct formatting, grammar and clarity, participants will demonstrate responsibility in presenting themselves professionally to potential employers and autonomy in managing their job search process effectively.






Teaching Methods/Techniques:

- (1) Individual work,
- (2) Class

Training

Module 3: Show yourself

Topic 1: Curriculum Vitae






 Time	 Activity	 Method	 Media and materials	 Comments
15 min	<p>Warm-up: Objective: Participants activate existing knowledge and experiences about CV.</p>	<p>Trainer displays an example CV. Ask learners:</p> <ul style="list-style-type: none"> • What do they think the topic of today's lesson is? • What do they know about CVs? • Have they ever written a CV? • Etc. 	Example CV	The trainer should research an example CV in their written language from the Internet.

25 min	<p><u>Contents of a CV</u> Objective: Learners differentiate what information belongs in a CV and what doesn't.</p>	<p>Watch video CV. Hand out worksheets „Contents of a CV“. Participants fill it out individually. Compare results with whole class. Trainer clarifies if there are questions.</p>	<p>Video CV Worksheet „Contents of a CV“</p>	<p>Depending on the sign language level of the learners the trainer can stop the video after each scene and repeat/clarify before going on the next scene.</p>
60 min	<p><u>Work experience and education in a CV</u> Objective: Learners can write information about their education and work experience appropriately in a CV.</p>	<p>Divide learners into 3 groups. Hand out 1 page of worksheet "Work experience and education - examples" to each of them. On each page there is a different version of how someone describes their education and work experience in a CV.</p> <p>The groups read and then discuss the pros and cons of their version.</p>	<p>Worksheet „Work experience and education - examples“ Worksheet "Your Work experience and education"</p>	

		<p>They present their findings to the other group. The trainer add/clarifies if needed.</p> <p>Afterwards learners fill out the worksheet "Your work experience and education" individually.</p>		
30 min	<p><u>Other information in a CV</u> Objective: Participants know what other information they can add to a CV.</p>	<p>Hand out worksheet "Other information in a CV –text 1" or "Other information in a CV –text 2". Learners read it. They discuss in pairs whether they understood. Trainer clarifies if necessary. Then they fill out worksheet „Other information in my CV" individually.</p>	<p>Worksheet "Other information in a CV – text 1" Worksheet "Other information in a CV – text 1" Worksheet "Other information in my CV" Video CV</p>	<p>Use worksheet "Other information in a CV –text 1" for learners with low literacy who need to see the information also in a sign language video. Use worksheet "Other information in a CV –text 2" for learners with good literacy.</p>

20 min	<p>CV Online Objective: Learners can create an online CV on Europass or LinkedIn.</p>	<p>The trainer shows the learners how to create an online CV either on LinkedIn or on Europass (depending on what is more relevant to them): How to access the platforms? What to fill in in different sections? etc.</p>	Beamer	
60 min	<p>Create your own online CV Objective: Learners have a Europass CV or a LinkedIn Profile.</p>	<p>Participants create their own CV on LinkedIn or on Europass. They use the filled out worksheets "Your Work experience and education" and "Other information in my CV" as a foundation. Trainer assists/explains when needed.</p>	<p>Worksheet "Your Work experience and education" filled out by learners Worksheet "Other information in my CV" filled out by learners Laptop for each learner Internet access</p>	

Topic 2: Letter of Application

 Time	 Activity	 Method	 Media and materials	 Comments
10 min	Warm-Up: Objective: Participants have an idea what letter of application means.	Participants make a short brainstorming about "letter of application" to dive into the topic. The trainer writes down keywords on the whiteboard.	Whiteboard	
35 min	Video: Objective: The participants know what to watch out for when they write a letter of application and what structure to use.	Participants watch the video letter of application. Afterwards they write down what is important when writing a letter of application. Then they discuss it with the trainer.	Video „Letter of application“ Piece of paper	Participants with difficulty in writing can re-watch the video with subtitles and copy key-words from them.

25 min	<p><u>Sections of a letter of application:</u> Objective: Participants know what is the content in the introduction the main part an the conclusion. They know typical phrases.</p>	<p>The trainer hands out worksheet „Structure of a letter of application“. They indicate to which section of a letter of application the phrases belong. Compare results with the whole call.</p>	<p>Worksheet „Structure of a letter for application“</p>	<p>If necessary, the learners can rewatch the video in which the phrases are explained.</p> <p>If needed, the trainer explains the meaning of the various phrases.</p>
40 min	<p><u>Phrases for a letter of application:</u> Objective: Participants can apply the knowledge and create phrases about their own job or situation.</p>	<p>Trainer hands out worksheet „Important phrases for a letter of application“. Participants write down phrases adapted to their own situation and build a basis for their letter of application. They can communicate with a partner and discuss their phrases.</p>	<p>Worksheet „Important phrases for a letter of application “</p>	<p>The trainer should look at the phrases whether they are correct.</p>
10 min	<p><u>Unsolicited application vs. Reaction to an inquiry:</u> Objective:</p>	<p>The trainer clarifies the two possibilities</p>		

	Participants know that there are two possibilities when they need a letter of application.	so they can better understand.		
30 min	<p><u>Send out the application!</u></p> <p>Objective: The participants know what is important when they write an e-Mail and send out their application or when they have to react to a request. They know what errors there can be and how they should</p>	<p>Trainer hands out worksheet „e-mail“.</p> <p>The learners have a look at the text and indicate whether the e-mail are suitable or not.</p> <p>They discuss their findings with the whole class.</p> <p>The trainer writes down the characteristics of the e-mail on the whiteboard.</p>	<p>Worksheet „e-mails“</p> <p>Beamer</p> <p>Computer</p>	

60 min	<p><u>Write your own application!</u> Objective: The participants apply the knowledge and can create a letter of application by themselves. They send it to the trainer and become feedback.</p>	The participants write a letter of application on their own.	Paper with Phrases Paper and pen Computer	The trainer should give feedback in detail.
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Assessment questions

Module 3: Show yourself

Topic 1: Curriculum Vitae

What needs to be included in a CV?

- a. Name of your pet
- b. Your previous work experience
- c. Your favourite food
- d. E-mail addresses

Please rate how you feel about the following statement:

I know what belongs into a CV and feel confident to create my own CV in a structured way.

			
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Module 3: Show yourself


Topic 2: Letter of Application

What is important in a letter of application?

- a. It is structured into introduction, main part and conclusion
- b. I write about my personal life in detail
- c. It is better if the letter of application is longer
- d. I write about my strengths and previous work experiences

Please rate how you feel about the following statement:

I know how to write a letter of application and am aware of the structures and phrases to use.

			
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Worksheets Module 3

Contents of a CV

Practice Sheet for the Learner

Duration: 30 min

Topic: CV

Introduction

Watch the video about CVs:

Afterwards tick-off in the list what belongs into a CV and what doesn't.

	✓	-
Your first name and surname		
The names of your brothers and sisters		
Number of brothers and sisters		
Languages you speak		
Political party you support		
Your signature		
Your qualifications		
Time you have spent abroad		
Your parents' jobs		
Your address		
Place and date (Vienna, on ...)		
Your driving licence		
Your birth date		
	✓	-
Details of your military service		
Any training you did not complete		
Schools you attended		
Vaccinations		
Today's date		

Nationality		
Hobbies		
Details of your debts		
Any health restrictions		
Your marital status		
Greetings (Dear ...)		
Your criminal record		
What you want to be paid		
Prison sentences		
Your religion		
Your parents' names		
Name of your partner		
Details of any further education		
Details about your children		
Work experience		
Weight		
Height		
Telephone number		
Email address		
Particular skills or knowledge		
Periods of unemployment		



Your work experience and education

Practice Sheet for the Learner

Duration: 60 min

Topic: CV

Introduction

Have a look at the examples of how people describe their work experience and education in a CV.

Discuss it in your team and write down the pros and cons.

Share your findings with the other groups.



Work experience and education example 1

Work experience:

Position:	Salesperson		
Company:	Supermarket		
City	Vienna	Country:	Austria
Starting Date:	01.02.2015	End Date:	ongoing
Main activities and responsibilities:			
Sell stuff			

Position:	cashier		
Company:	shop		
City	Vienna	Country:	Austria
Starting Date:	01.07.2010	End Date:	31.01.2015
Main activities and responsibilities:			
Operating scanner check-out Handle cash payments Process ATM and credit card paying Prepare a daily statement			

Education:

Name of qualification:	Workshop		
Organisation:	Chamber of commerce		
City	Vienna	Country:	Austria
Starting Date:	25.06.2020	End Date:	25.06.2020

Name of qualification:	School		
Organisation:	School		
City	Vienna	Country:	Austria
Starting Date:	2005	End Date:	2010

Work experience and education example 2

Work experience:

Company:	Peter's electric Company		
Starting Date:	2020	End Date:	ongoing
Main activities and responsibilities:			
Peter's electric company is your expert for installing electric cables in your home. The company exist since 1990. All our employees attend regular training so we can offer the latest electronic solutions.			

Position:	Electro technician apprentice		
Starting Date:	01.09.2017	End Date:	31.08.2020
Main activities and responsibilities:			
I did a three year apprenticeship as an electro technician.			

Education:

Name of qualification:	Apprenticeship electro technician		
Organisation:	Siemens GmbH		
City	Vienna	Country:	Austria
Starting Date:	01.09.2017	End Date:	31.08.2020

Name of qualification:	Secondary School		
Organisation:	Viennese school for the deaf		
City	Vienna	Country:	Austria
Starting Date:	30.06.2017	End Date:	01.09.2012



Work experience and education example 3

Position:	Graphic designer (self-employed)		
Company:	shop		
City	Vienna	Country:	Austria
Starting Date:	01.11.2012	End Date:	ongoing
Main activities and responsibilities:			
I decided to become self-employed because I wanted to decide my working hours myself and not have to be part of a team. I produce logos, promotional materials and websites for my clients. I charge my clients as much as possible so that I earn a lot of money and don't have to work a lot.			

Position:	Graphic designer		
Company:	News Today		
City	Vienna	Country:	Austria
Starting Date:	01.04.2017	End Date:	31.10.2022
Main activities and responsibilities:			
Design of print materials Creation of digital layout for newspaper Design of sales documents Front-end design for website			

Education:

Name of qualification:	Web design in Wordpress		
Organisation:	Institute for Graphics and Web design		
City	Vienna	Country:	Austria
Starting Date:	01.09.2022	End Date:	31.01.2023

Name of qualification:	A levels		
Organisation:	Vet school for graphic design Vienna		
City	Vienna	Country:	Austria
Starting Date:	2011	End Date:	2016

Your work experience and education

Practice Sheet for the Learner

Duration: 60 min

Topic: CV

Introduction

Fill out the work sheet with information about your work experience and education.

Work experience 1:

Position:			
Company:			
City		Country:	
Starting Date:		End Date:	
Main activities and responsibilities:			

Work experience 2:

Position:			
Company:			
City		Country:	
Starting Date:		End Date:	
Main activities and responsibilities:			

Work experience 3:

Position:			
Company:			
City		Country:	
Starting Date:		End Date:	
Main activities and responsibilities:			

Education 1:

Name of qualification:			
Organisation:			
City		Country:	
Starting Date:		End Date:	

Education 2:

Name of qualification:			
Organisation:			
City		Country:	
Starting Date:		End Date:	

Education 3:

Name of qualification:			
Organisation:			
City		Country:	
Starting Date:		End Date:	

Other information in a CV - text

Practice Sheet for the Learner

Duration: 15 min

Topic: CV

Introduction

Read the following text about other information in a CV.

Discuss with your partner what you understood.

Text:

Skills – PC, languages, ...

This is a very important part of the resume. These are skills and abilities that you can learn. This includes, for example, graphic design, programming, accounting, mixing drinks or language skills. The language skills are the most frequently and the most given, because employers are usually interested in that. Of course, it also applies here that we only write things that are related to the field of work where we want to get a job. If we are applying for a position as a tailor, the employer will certainly not be interested in the fact that you know how to mix drinks or that you can speak Arabic... Of course, the opposite also applies, if you know Arabic, then you are probably not interested in the position of a tailor.

So we write the skills and abilities that are related to the position we are interested in. Then write at what level you master them - basic, advanced, expert. Also provide proof that you have these skills or abilities - a certificate, information about completing a course, or a significant project in which you acquired these skills.



Don't take the "I know everything but nothing really" route. The employer is looking for experts, professionalism for his workplace. Emphasize your skills and strengths. For example, if you were a foreman somewhere, state that you know how to lead a team. Give an example where your strong side manifested itself.

Interests – if they relate to the offer

Don't be afraid to mention your hobbies. For example, if you like hiking, indicate where you got to an interesting place. It shows your perseverance. If you like handicrafts, show off with pictures of them. It will show your creativity and skill. You might create a good atmosphere if the interviewer has similar interests. However, he will always appreciate your activities.

Personal references (recommendations) do not have to be part of the CV. Prepare them if you are invited to a personal interview.



Other information in my CV

Practice Sheet for the Learner

Duration: 15 min

Topic: CV

Introduction

Think about what other information you can add to your CV.

Fill out the worksheet.

Exercise:

Languages:

Mother language:	
Language	Level

Digital skills:

Other skills:

Hobbies and interests:



Structure of a letter of application

Sheet to use for the Learner

Topic: Letter of application

Introduction

Indicate to which section of a CV the following phrases belong:

Phrase	Intro	Main	Outro
If you have any further questions, please feel free to contact me or my job coach at any time by text message or email.			
I would like to work as an intern in your company to gain work experience and learn more about your work processes.			
Certainly useful for the position are my experience and knowledge in...			
I look forward to your reply.			
In line with my career aspirations, I would like to apply for an apprenticeship as [...]."			
Yours sincerely,			
I worked for the company and gained experience in these areas.			
Thank you for considering my application.			
As already explained by my job coach, I hereby send you my application as a ...			
I am interested in working in this field in the future and would like to gain experience by working in your company.			
With enthusiasm, strong communication skills and an entrepreneurial mindset, I would like to work for [company name] and manage [strategic consulting projects].			
Finally, I would like to inform you that I am deaf/hard of hearing. However, this has not been a problem in my previous jobs. I have always worked well with hearing colleagues because ...			
I am applying for your advertised vacancy because I am convinced that I meet your requirements			

My confident demeanor, my ability to convince and...			
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Important Phrases for a letter of application

Sheet to use for the Learner

Topic: Letter of application

Introduction

Here you find important phrases for a letter of application. This Sheet should help you to create your own letter of application.

Introduction:

- As already explained by my job coach, I hereby send you my application as a ...
- "With enthusiasm, strong communication skills and an entrepreneurial mindset, I would like to work for [company name] and manage [strategic consulting projects]."
- "I am applying for your advertised vacancy because I am convinced that I meet your requirements."
- "In line with my career aspirations, I would like to apply for an apprenticeship as [...]."

Main part:

- I worked for the company and gained experience in these areas.
- My tasks were to ...
- I would like to work as an intern in your company to gain work experience and learn more about your work processes.
- I am interested in working in this field in the future and would like to gain experience by working in your company.
- Certainly useful for the position are my experience and knowledge in...
- I also have practical experience in the above-mentioned areas A and B, for example...

- I also have extensive experience in the following areas...
- I am a team player, interested in new developments and reliable, for example...
- My confident demeanor, my ability to convince and...

Conclusion:

- Finally, I would like to inform you that I am deaf/hard of hearing. However, this has not been a problem in my previous jobs. I have always worked well with hearing colleagues because ...
- If you have any further questions, please feel free to contact me or my job coach at any time by text message or email.

Write: Thank you.

- Thank you for taking the time to read my application.
- Thank you for considering my application.
- I look forward to your reply.
- Then write a greeting and your signature.

Example:

Yours sincerely,

Name and signature

Exercise:

Now choose 2 phrases for each section of your CV and complete the sentences with information about you.

My phrases for an introduction

My phrases for the main part

My phrases for the conclusion

Send out the application

Practice Sheet for the Learner

Topic: Letter of application – E-Mail

Introduction

This worksheet shows you good and bad examples for e-mails in which you send your letter of application.

Read all the examples.

Judge each of them if it is a good or a bad example.

Use the good examples as inspiration for your own e-mail.



Example 1:

Dear Ms/Mr _____ ,

with great interest I have read the advertisement for your vacancy as Therefore, you find my application documents attached to this e-mail.

If you have any questions, please do not hesitate to contact me and I look forward to convincing you in a personal interview.

With best regards!

Leonie Müller

Leonie Müller

Müllerstraße 1

12345 Example Town

Phone or mobile number

E-mail Adress: leonie.mueller@beispiel.de

Example 1 is a ...

good example bad example



Example 2:

Dear Madam/Mr.

Congratulations, with my application your search for a new employee has come to an end. Thanks to my experience and qualifications, you could hardly find a more suitable person for the position.

I am sending you my letter of application, which you can read for yourself. Read it carefully!

Regards!

Leonie Müller

E-mail-Adress: leonie.mueller@beispiel.de

Example 2 is a ...

- good example bad example



Example 3:

Dear Ms. Mager,

when I read your job advertisement on the job portal, I immediately decided to introduce myself to you as a suitable candidate. With my many years of experience as a passionate cab, truck and bus driver, I am sure I can meet your requirements.

After leaving school, I worked as a cab driver for Muster GmbH in Vienna. At the same time, I wanted to develop myself further and therefore completed my truck driver's license. I then worked as a truck driver. I also completed my bus driver's license and started showing travel groups around the world by bus alongside my main job. Since I have found my passion here, I would now like to be a bus driver as my main job. I would be delighted to work for your agency.

Parallel to my activities, I keep an eye on the job market for interesting positions. This includes your job offer, in which you hold out the prospect of working in your agency with exciting routes. I look forward to finding out more about the position and your media agency in an interview.

With best regards!

Max Mustermann

Dipl.-Wirt.Inf.

Steinweg 11

01237 Example village

E-Mail: max.mustermann@t-online.de

Phone number: 0172 3xxx0

Example 3 is a ...

good example bad example



Example 4:

Hello!

I discovered my commercial talent back in elementary school and set up an exchange market for marbles. Unfortunately, I had to give up this business model due to a change of school. As an eleven-year-old, thanks to my talent for numbers, I was already earning extra income by doing the math homework for my classmates (including those in higher grades), which exceeded my pocket money at the time by 300 percent.

You will find my letter of application in the e-mail. Please read it carefully!

Regards!

Leonie Müller

Müllerstraße 1

12345 Example Town

Example 4 is a ...

good example bad example

