



# CV eller ansøgning

CV og ansøgning er opgavetyper, som er oplagte at bruge i forbindelse med fremmedsprog i erhvervsuddannelserne. For hold, hvor fremmedsprogsundervisningen ligger i grundforløbet, er det som regel relevant at skrive ansøgninger, men hvis fremmedsprogsundervisningen ligger i hovedforløbet, er det langt mere relevant at fokusere på CV-skrivning. Det vil sige, at eleverne skal lære at skrive et CV, finde og beskrive sine personlige formelle og uformelle kompetencer og diskutere brugen af et CV i forhold til branche- og erhvervsområder.

Emnet CV/ansøgning kan afsluttes med, at alle elever laver noget skriftligt arbejde, eller de kan gennemføre rollespil. Kravene kan og skal differentieres i forhold til den enkelte elevs niveau, se eksempel nedenfor.

## Why write a CV? (gloseøvelse)

The purpose of writing a CV is to secure an interview with a .....(fremtidig) company. To .....(forbedre) your chances of reaching that crucial .....(samtale), you must point out your skills and experience effectively and .....(kommunikere) very clearly why you are suitable for the job. A good and effective CV is more than just a .....(salgs papir) with a number of facts, it is a marketing document, which shows and matches your .....(færdigheder) and experience to the job description and requirements of the company. The CV is your personal specification; it documents your .....(kunnen)

and shows the reader what you are capable of. Therefore it is .....(vigtigt)  
 how the CV is written, which information it contains and in  
 which format it is presented. Your CV must be accompanied  
 by a .....(ansøgning).

CV is an .....  
 (forkortelse) of Curriculum Vitae, which means “course of  
 life”. An .....(arbejdsgiver)  
 may have received hundreds of applications for a post and  
 from those applications he or she will finally choose maybe  
 only ten for interviews. Very often the final  
 .....(valg) for the interview  
 comes down to the CV. A well written CV will improve your  
 chances of being invited for an interview. During the interview  
 the employer asks you many  
 .....(spørgsmål)  
 and the questions will be linked to the information given in  
 your CV. Remember that the employer only has information  
 about you from your letter of application and the CV.  
 Obviously, you must make sure that you know  
 .....(præcist)  
 what information you put in your CV. In the selection process  
 following the interview, the employer might once again look at  
 the CVs in order to remember the different  
 .....(ansøgere)  
 and their abilities while adding the impressions they made in  
 their interviews. Therefore, it is crucial to your success that the  
 CV is written in an effective way.

Interview	selling document	skills	vital
employer	improve	future	abilities
abbreviation	exactly	choice	
questions	communicate		
letter of application			