

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**  
**НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ**  
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**ЗАТВЕРДЖУЮ**

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« \_\_\_\_ » \_\_\_\_\_ 2023 р.

**МОДУЛЬНА КОНТРОЛЬНА РОБОТА № 1**

**Variant I**

**I. A) Read the article and choose the appropriate heading for each section. There are two extra headings you do not need to use.**

- A) *Sum yourself up*
- B) *Results rather than responsibilities*
- C) *Keep it brief*
- D) *Five common mistakes in a CV and a cover letter*
- E) *Business jargon makes your letter more valuable*
- F) *Avoid too much jargon and try to use keywords relevant to your position*

**B) Tell if the following sentences are true (T) or false (F).**

1. *The cover letter should be lengthy and include all your achievements and skills.* \_\_\_\_\_
2. *Using cliches and jargon in your cover letter can impress recruiters.* \_\_\_\_\_
3. *It is recommended to include a brief personal summary at the start of your CV.* \_\_\_\_\_

**FIVE WAYS TO GET YOUR CV AND COVER LETTER NOTICED**

1. \_\_\_\_\_

When writing a CV and cover letter, the recruiter must understand who you are. But this does not mean they need your life story. “Successful applications are all about relevance. You don’t need to tell them about everything you have ever done – it is up to you to highlight the jobs that you feel you can draw the most relevant experience and skills from,” says Hannah Morton-Hedges, a career adviser. The cover letter is a way to tempt the time-poor recruiter in a job application and interview specialist. It should, therefore, be “exceedingly brief”. “Unless otherwise requested, its only purpose is to set the scene for why you’re a great fit,” says Jon Gregory says.

2. \_\_\_\_\_

Are you a motivated team player with excellent communication skills? But you are not the only one with this skillset in the pile on the recruiter’s desk. Using cliches and jargon can be off-putting for recruiters. “Employers want to employ people; don’t overuse business jargon, let them know why you’re choosing them as an employer and show them what you’ll bring to the role,” she says. While it is important to sell yourself, avoid superlatives, warns Gregory. “Are you ‘excellent’ at this or the other? Who says so? Help the employer reach that conclusion about you via your experience and achievements,” he says. Study the job specification and reflect its language and tone in your CV and cover letter. Use relevant keywords, in case the hiring company is using an applicant tracking system – a software app that automatically filters candidates’ applications.

3. \_\_\_\_\_

Rather than launching straight into your work history, it can be helpful to include a brief personal summary at the start of the CV. “I love a well-written summary section, which shows at a glance what a candidate has achieved and what skills they can bring,” says Margaret Buj. The summary should be factual, objective and no more than three lines, she suggests. Do not use it to boast, however. “Instead of saying, ‘I’m great at stuff, in teams and alone’, it should say, ‘I’ve got a proven background of delivering large scale projects, collaboratively,’” she says. McLean also

