

## Writing a CV/ Cover letter

**Objetivo de clase :** Entender cómo se escribe el currículum vitae en español.

### Concepto A :

Después de encontrar un trabajo en España, debe adaptar su currículum o currículum vitae (CV) y las técnicas de entrevista para que coincidan con las expectativas generales del mercado laboral español. Tenga la mejor oportunidad de conseguir un trabajo en España produciendo un CV y una carta de presentación al estilo español. Aprender algo de etiqueta comercial en español también puede ayudarlo a evitar cometer errores culturales en una entrevista de trabajo en español. Aquí hay algunos consejos sobre cómo preparar su solicitud de empleo en español, incluida la redacción de un CV al estilo español y consejos para la entrevista.

El español es el segundo idioma más hablado en el mundo, y el inglés no se usa tanto en la escena empresarial local española como en otros países europeos. A menos que esté solicitando una oficina de habla inglesa o el español no sea un requisito, su solicitud y entrevista deben estar en español.

Tu solicitud de empleo en español

Debe escribir tanto su CV como su carta de presentación en español, a menos que se le solicite específicamente que escriba en otro idioma o si el trabajo no requiere conocimientos de español. Algunos títulos de trabajo o jerga relacionada con el trabajo pueden ser difíciles de traducir al español, por lo que, a menos que esté completamente seguro, pídale a un hablante nativo de español que lea el CV y la carta antes de enviarlo.

Las aplicaciones en línea y de correo electrónico son cada vez más populares. Sin embargo, algunas empresas todavía prefieren recibir una copia impresa de un CV y una carta de presentación. En algunos casos, es posible que no necesite enviar un CV personalizado, ya que los formularios de solicitud son comunes en España.

Escribir un CV al estilo español

El mercado laboral actual en España es competitivo, por lo que debe hacer que su CV se destaque. El CV, también conocido como el currículum, debe estar

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1.  Charismatic
- 2.  Visionary
- 3.  Selfish

**QUESTION 2**

- 1.  A leader should be someone who is naturally charismatic and confident.
- 2.  A leader should be someone who is naturally confident and charismatic.
- 3.  A leader should be someone who is naturally confident and charismatic.

**QUESTION 3**

- 1.  A leader should be someone who is naturally confident and charismatic.

**QUESTION 4**

Which of the following is NOT a characteristic of a good leader?

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**ANSWER**

- 1.  Charismatic
- 2.  Visionary
- 3.  Selfish

**QUESTION 5**

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Selfish
- 2. Humble
- 3. Empathetic

**QUESTION 2**

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

**QUESTION 3**

- 1. A leader should be someone who is always honest and never dishonest.

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Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Selfish
- 2. Humane
- 3. Fair

**QUESTION 2**

- 1. A leader should be able to inspire and motivate others to achieve their best performance.
- 2. A leader should be able to delegate tasks and responsibilities to others.
- 3. A leader should be able to communicate effectively with others.

**QUESTION 3**

- 1. A leader should be able to establish a vision and a mission for the organization.

**QUESTION 4**

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**QUESTION 5**

**QUESTION 1**

Which of the following is NOT a characteristic of a good research question?

**ANSWER**

- 1. It is too broad
- 2. It is too narrow
- 3. It is too vague

**QUESTION 2**

- 1. The research question should be clear, specific, and measurable.
- 2. The research question should be broad and general.
- 3. The research question should be based on a personal interest.

**QUESTION 3**

- 1. The research question should be based on a personal interest.

**QUESTION 4**

Which of the following is NOT a characteristic of a good research question?

It is too broad

**ANSWER**

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Which of the following is NOT a characteristic of a good research question?

**ANSWER**

- 1. It is too broad
- 2. It is too narrow
- 3. It is too specific

**QUESTION 2**

- 1. The research question should be clear, concise, and specific.
- 2. The research question should be broad and general.
- 3. The research question should be complex and difficult to answer.

**QUESTION 3**

- 1. The research question should be clear, concise, and specific.

**QUESTION 4**

Which of the following is NOT a characteristic of a good research question?

It is too broad

**ANSWER**

- 1. It is too broad
- 2. It is too narrow
- 3. It is too specific

**QUESTION 5**