

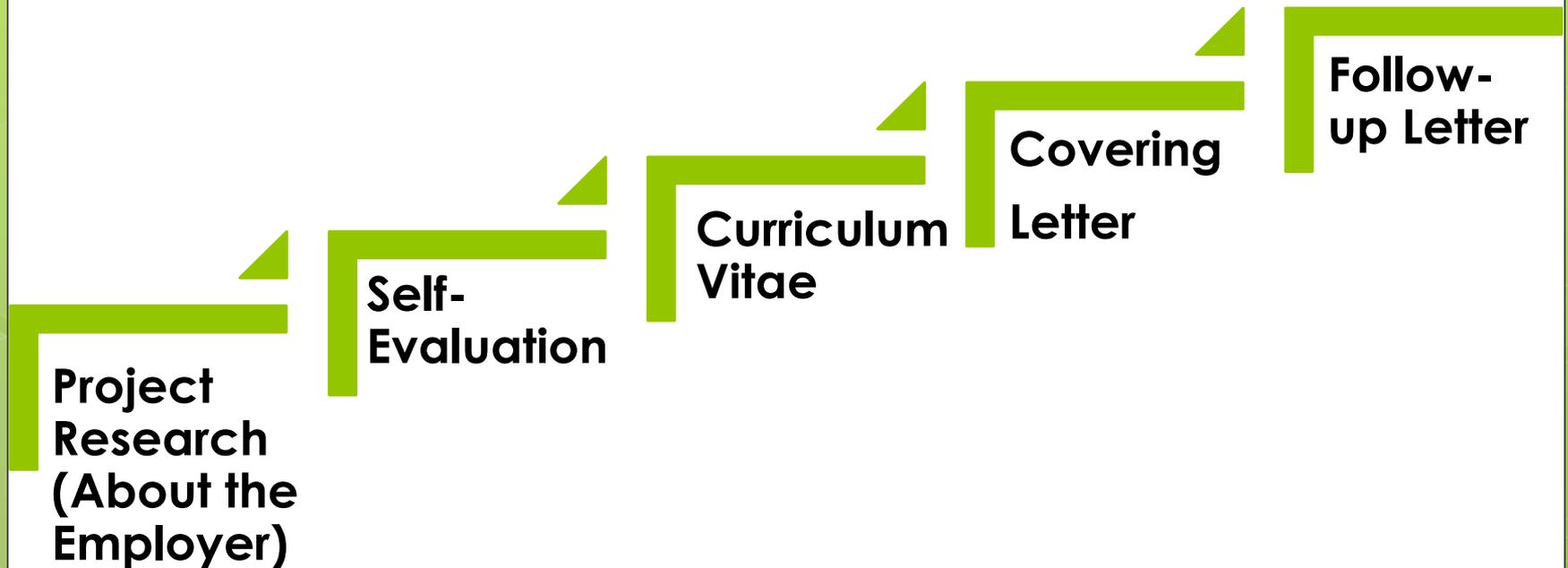
Doctor of Pedagogical Sciences, Professor  
Foreign Languages Department  
Head of Life Long Learning Centre of  
Lutsk National Technical University

**Olena Kovalchuk**

# Academic Curriculum Vitae

UERA Summer School  
August 18, 2016

# 5 steps to Successful CV



# Self-Evaluation:

## - Identifying your interests

1. **What are you looking for:** money, power, prestige, travel opportunities, security, spare time?
2. **How important are** salary, environment, benefits, and stability?
3. **Do you enjoy working** with people, information, or things?

# Self-Evaluation:

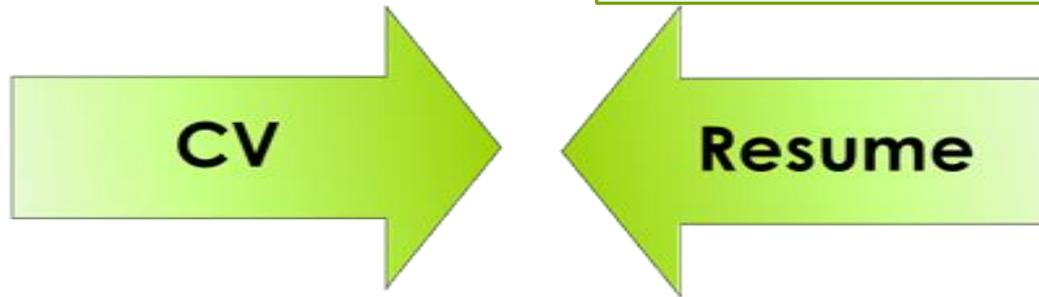
## o Evaluating your qualifications

1. **academic strengths and abilities**, for instance:  
good at mathematics, good at computers, speak three languages
2. **skills**, such as:  
management, communication, research and technical skills
3. **transferable skills**, like:  
typing, computer literacy, composition skill
4. **personality or character traits**, including:  
creativity, zeal, energy, patience, friendliness

# Top 10 Skills Wanted

1. Verbal Communication
2. Team Work and Social Awareness
3. Commercial Awareness
4. Analysis and Investigation
5. Initiative and Proactivity
6. Drive and Determination
7. Written Communication
8. Planning and Organization
9. Flexibility
10. Time Management





- long
- covers your entire career
- static

- short
- no particular format rule
- highly customizable

<http://jobsearch.about.com/od/curriculumvitae/qt/curriculum-vitae-cover-letters.htm>

# CV layout

- **NAME,**  
contact details
- **OBJECTIVE**
- **PERSONAL PROFILE**
- **EDUCATION**
- **EMPLOYMENT**
- **PROFESSIONAL MEMBERSHIPS**
- **SKILLS**
- **FURTHER INFORMATION**
- **REFEREES**



 **Research**  
 **Teaching**  
 **Administration**



<http://jobsearch.about.com/cs/curriculumvitae/f/cvresume.htm>

# RESEARCH

- Brief summary of current research + names of supervisors
- Emphasise creative and innovative aspects of your research where possible.
- Where is your research going? Where would you like it to go?
- Your potential employer might well know your supervisor – that will give connections and employer may well know methodology of supervisor
- Incorporate conferences and posters
- Collaborations - highlight your name even if it is third or fourth in list of contributors
- How have you disseminated your research to a wider audience?
- Conducted archival research
- Evaluated and selected the appropriate approach to identify key features of the research
- Conceptualised the problem
- Planned and managed the research project
- Ability to deal with different methodologies and theories
- Recorded, analysed and interpreted data

# TEACHING

- Teaching/demonstrating experience both paid and unpaid – including anything of relevance.
- Training, mentoring, facilitating
- Supervision of students – undergraduate? Post graduate? Year?
- What teaching materials have you designed or prepared?
- Seminar experience? How many hours and how many students?
- Have you organised any fieldwork or trips?
- Any involvement in course organisation or preparation
- Lab supervision
- Any informal mentoring or supporting students
- Have you supervised any dissertation work or theses?
- Have you been involved with tutorials
- What lectures you have delivered
- Evaluation techniques

# ADMINISTRATION

- Responsibility for planning conferences
- Committees (Board of Studies – even as an undergraduate perhaps?) and student associations
- Marking, assessment and related paperwork – did you run a lecture course?
- Examinations - perhaps you have helped with invigilation or marking?
- Writing up research or checking other research work
- Ability to prioritise workload and to meet deadlines
- Have you made any changes to procedures which have improved the efficiency of the research project or department?
- Administration related to involvement with course work or degree schemes
- Have you helped out at Open Days?
- Planned or organised conferences?
- Involvement in writing research proposals
- Excellent verbal and written skills

# FURTHER INFORMATION

- Brief biography
- Scholarships
- Training
- Study abroad
- Dissertations
- Theses
- Bibliography
- Research experience
- Graduate fieldwork
- Teaching experience
- Publications
- Presentations and lectures
- Exhibitions
- Awards and honors
- Grants, fellowships, and assistantships
- Technical, computer, and language skills
- Professional licenses and certifications
- Memberships
- Hobbies and Interests



Half of employers  
admitted  
to only spending  
four-seven seconds  
looking at each CV  
(Rex)

*...or to pore  
over...total time  
takes < 25 seconds  
(Forbes)*

# This is where a recruiter's eye goes first: (< 25 seconds)

- Name
- Current Position: Title, Company, and Dates of Employment
- Previous Position: Title, Company, and Dates of Employment
- Experience
- Keyword Search
- Gaps
- **Personal Online footprint**
- Organisation



applications received  
**200**  
seconds after a job is posted



average time spent looking at a CV is  
**5-7**  
seconds



**17%**  
chance that your cover letter will be read



**1**

spelling or grammar mistake and your CV will be thrown in the trash can

**68%**  
of employers will find you on Facebook



**76%**  
of CV's are ignored if your e-mail address is unprofessional



an average of  
**250**  
CV's are received for each job position

**89%**  
of businesses planned to use social media networks for recruitment in 2011



**86%**  
LinkedIn



**60%**  
Facebook



**50%**  
Twitter

**88%**  
job rejection rate if you have a photo of yourself on your CV

**1 in 3**  
employers rejected candidates based on something they found about them online

**427k**  
CV's are posted on Monster every week. That is approx the population of Luxembourg



# Remove from your CV

Recommended by Forbes

- Middle and High School Information
- Average or poor GPA (**Grade Point Average**)
- Passive language
- Photos
- A series of short-lived jobs
- Objective statement
- Really obvious skills

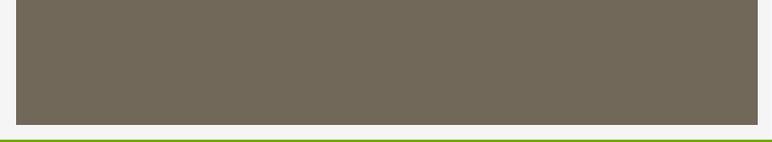
# Top 10 CV faux pas:

- 1. Bad grammar
- 2. Spelling mistakes
- 3. Poor formatting
- 4. CV longer than two pages
- 5. Casual tone
- 6. Use of jargon
- 7. Unusual font style or size
- 8. Exam grades listed in full
- 9. Generic interests listed such as cooking or reading
- 10. Lack of activities related to personal development

# Expertise







**Cover Letter** is the substantial part of the application form which fortifies the CV.

- **A solicited** cover letter is one sent to a definite, announced job opening.
- An **unsolicited** or "prospecting" letter is one sent to a company that has not announced an opening, but for which you feel you have the necessary employment qualifications.

90% of hiring managers don't read cover letters, but yet 53% of employers prefer candidates who send a cover letter (*Forbes*)

<http://www.forbes.com/sites/ashleystahl/2016/01/08/8-common-cover-letter-mistakes-to-avoid/2/#3f5a6e2c7a92>

# Cover Letter Layout

- Opening
- Reasons for writing
- Introducing yourself
- Talking about your education & experience
- Why you are the best for this position
- Closing comments
- Signing off

# Opening

- Dear Mr. Franklin.
- Dear Hiring Manager.
- To Whom It May Concern, /

Dear Sir or Madam

# Reasons for writing

- I am writing to express my interest in the position of...
- I wish to apply for the position of...
- I am writing in response to your advertisement for...
- I am writing to enquire as to whether there are any vacancies...

# Introducing yourself

- I am currently working as a .../ I am currently studying...
- At present, I am working for XXX where I am responsible for ...
- I have been working in my current position for the past (time)

# Talking about your education and experience

- I graduated from ABC University with a degree/ master's degree in....
- The nature of my studies has prepared me well for a position such as this one.
- As you can see from my CV, I have worked ...and gained experience ...
- My mother tongue is English and I am fluent in both French and German

# Closing comments

- Thank you for taking time to consider my application
- I am available for contact and / or interview at any time.
- However, if there is any further information you require in the meantime, please let me know.
- If you wish to contact me, you can do so on +39546890765.
- Please find CV attached (emails)/ enclosed (letters).

# Signing off

- I look forward to hearing from you.
- Yours sincerely, (if you know the name  
“Dear Mr. O'Brien”)
- Yours faithfully, (if you are writing to “Dear Sir  
or Madam”)

# Practice makes perfect

## YOUR NAME HERE



Freelancer  
Photographer  
Graphic designer

## CONTACT

[http://yourportfolio/gallery-123.html](#)

[your.mailbox@mail](mailto:your.mailbox@mail)

123 456 7890

Lorem Ipsum id

## ABOUT ME

Nella Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam felis erat, vulputate gub justo quis, vestib condimentum est. Integer erat ligula, sodales non mollis et, hendrerit et dolor. Nulla eget, inordum odio, non scelerisque ris. Morbi vestibulum ipsum ac porta sollicitudin. Vestibulum ornare, purus feugiat sodales varius, est nisi lacinia mauris, sed vehicula quam lectus.

## EDUCATION

1982-1995 **Music** sit amet laoreet erat

1998-2003 **Graphic design** sollicitudin, risa per fe placerat ne lorem pretium ex

2006-2010 **Photography** rhoncus sem id velit

## EXPERIENCE

1994-1997 **Photography** convallis eros id nulla hendrerit

1998-2005 **Graphic design** Duis feugiat egeta leo la gravida Lorem ipsum dolor sit amet

2008-Current **Freelance** Morbi ullamcorper dolor id ullamcorper. Nulla facilis.

## SKILLS

**Photography**  **Graphic design**

**Illustration**  **Web design**

## LANGUAGES

**SPANISH** **ENGLISH**

## YOUR NAME HERE

Photographer / Freelancer

## Cover Letter

To: Lorem Ipsum  
Recruitment Consultant

20 december 2014

Dear Mr. Ipsum,

Alquam convallis eros id nulla hendrerit bibendum ac et Lorem. Nullam eu lobortis libero. Nam eros urna, lobortis nec felis eget, nascipit aliquam orci. Sed fermentum Lorem libero, curus consequat turpis tristique ac. Duis sagae sagae, rutrum a ultricies vitae, sagittis eget risus. Suspendisse ultrices egeta nec sed facilisis. Morbi accumsan ipsum a tristique vehicula. Duis feugiat egeta leo la gravida. Nam eros velit, convallis sit amet fermentum id, vulputate cursus felis. Curabitur placerat egeta esse eget pretium.

Moreros ultricies dapibus molestie, in ornare interdum facilisis. Aliquam ex risus, lobortis eu mi la, pharetra sagittis da. Vestibulum ornare lacinia risus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi elementum nulla sed eros bibendum, at pellentesque eros patitur. Aliquam erat velut. Pede efficitur ac diam a hendrerit. Curabitur vel nunc ut diam scelerisque convallis quis fermentum diam. Sed nec est bibendum, lacinia sem sed, orci et.

Morbi ullamcorper dolor id ullamcorper curus. Ut volutpat augue vitae venenatis facilisis. Proident, morbi risus, elementum sit amet urna et, ullamcorper dapibus magna. Pellentesque id metus non erat velutque faucibus. Morbi efficitur sodales molestie. Phasellus tincidunt, dolor nec curus pellentesque, massa urna vestibulum felis, quis volutpat turpis magna eu nunc. Aenean mauris erat, bibendum eu pretium ac, consequat vitae Lorem.

Sincerely,

*Your signature*

[your.mailbox@mail](mailto:your.mailbox@mail) 123 456 7890

# Powerful words for Cover Letter

adapted

assessed

certified

coached

collaborated

conducted

coordinated

counseled

delivered

demonstrated

designed

developed

disciplined

distributed

educated

enabled

empowered

evaluated

facilitated

formulated

generated

influenced

informed

introduced

instructed

lectured

moderated

monitored

motivated

presented

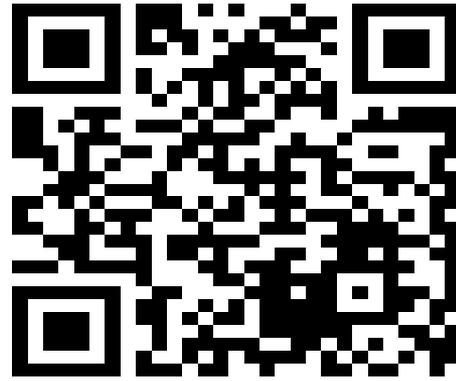
summarized

trained

tutored

# Common Cover Letter Mistakes

- Focusing too much on yourself
- Sharing all the details of every single job you've ever had .
- Writing about something uncomfortable
- Writing a novel (Writing too much)
- Rehashing your resume
- Being too trite
- Being a super fan of the company
- Typos or grammatical errors.



# QR - code

**Personal Online footprint**

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# QR code

(abbreviated from **Quick Response Code**) is a machine-readable optical label that contains information about the item to which it is attached. A QR code uses four standardized encoding modes (numeric, alphanumeric, byte/binary, and kanji) to efficiently store data; extensions may also be used



# Create your QR code

- <http://ua.qr-code-generator.com/>
- <http://barcode.tec-it.com/ru>
- <http://qrcodes.com.ua/>
- <http://qrmania.ru>
- <https://qrcode.trustthisproduct.com/free-qr-code-generator.php?lang=ru>



# OLENA KOVALCHUK

*Current Position:* Doctor of Pedagogical Sciences, Professor at the Foreign Languages Department, Head of Life Long Learning Centre of Lutsk National Technical University, LNTU (Lutsk, Ukraine)

## WORK EXPERIENCE:

### Contact:

9/17 Karpenka-  
aroho str.  
Lutsk, 43024  
Ukraine

olenok@ukr.net

38 050 438-0308  
38 063 182-9982

Skype ID:  
olenka4091

### Languages:

Ukrainian,  
Russian (native),  
English (fluent),  
French  
(intermediate)  
Polish (basic)

For more info:



<b>2008 - present</b>	<b>Lutsk National Technical University</b> <ul style="list-style-type: none"> <li>teaching English for specific purposes;</li> <li>teaching Business English to International Economics students;</li> <li>(2015) Management of Life Long Learning Center: postgraduate training; preparatory studies; professional educational courses, trainings, workshops.</li> </ul>
<b>2006 March</b>	<b>Missouri Western State University, (St. Joseph, the USA)</b> <ul style="list-style-type: none"> <li>Lecturing Journalism students on Ukrainian Studies</li> <li>Public lecturing for University faculties</li> </ul>
<b>1999-2008</b>	<b>Lutsk University of Liberal Arts</b> <ul style="list-style-type: none"> <li>teaching English for business, for specific and general purposes to the students majoring in International Economics and Management;</li> <li>teaching English for general purpose;</li> <li>(2004) Head of the Chair for Humanitarian Studies.</li> </ul>
<b>1998-2000</b>	<b>Lesya Ukrainka Volyn State University (Lutsk, Ukraine)</b> <ul style="list-style-type: none"> <li>teaching legal English to the students majoring in Law;</li> <li>teaching English for general purpose.</li> </ul>

## EDUCATION AND TRAINING

<b>2015 – present</b>	<b>Manager</b>	<b>Specialist Degree, post-graduate training</b> (Lutsk NTU);
<b>2011–2015</b>	<b>Doctor in Pedagogical Sciences</b>	<b>Doctoral Degree</b> (Lesya Ukrainka EEU, Lutsk );
<b>2001-2004</b>	<b>PhD in Pedagogical Sciences</b>	<b>Ph Degree</b> (Institute of Pedagogics, Kyiv)
<b>1992-1996</b>	<b>Teacher, Interpreter of English and French Languages</b>	<b>Master’s Degree</b> (Lesya Ukrainka VSU, Lutsk)

## PROFESIONAL SERVICES

<b>2015 – present</b>	Ukrainian Educational Research Association	council member
<b>2012 – present</b>	BELMAS, Sheffield, UK	member
<b>2003 – present</b>	European Forum on Educational Administrators, Barcelona, Spain	council member
<b>2000 – present</b>	Ukrainian Forum of Educational Administrators, Kyiv, Ukraine	President

## RESEARCH AND PUBLICATIONS

Scientific achievements: 3 manuals; 2 monographs; 53 scientific publications, 15 teacher training materials, self-study reference books.

# Barcode scanner:

## <http://play.google.com>

- [https://www.linkedin.com/in/olena-kovalchuk-76aa2b46?trk=nav\\_responsive\\_tab\\_profile\\_pic](https://www.linkedin.com/in/olena-kovalchuk-76aa2b46?trk=nav_responsive_tab_profile_pic)





БРЕСТСКИЙ ГОСУДАРСТВЕННЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

# МАКАРУК ДМИТРИЙ ГЕОРГИЕВИЧ

НАЧАЛЬНИК НАУЧНО-ИССЛЕДОВАТЕЛЬСКОЙ ЧАСТИ

Mob.: +375 297 288 627  
Fax.: +375 162 429 002  
Skype: DzmicerMakaruk  
innovation@bstu.by  
www.bstu.by

ЭНЕРГЕТИКА  
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ИССЛЕДОВАНИЯ  
СТРОИТЕЛЬСТВО  
ЭКОНОМИКА  
трансферт  
РЕГИОНАЛЬНЫЕ  
МАШИНОСТРОЕНИЕ

# DMITRY MAKARUK

Senior Consultant



I have 5+ years experience working as a project leader in science and innovation industry, also within international projects. Also I have experience in co-ordination of the regional program of innovative development and creation of rating of innovativeness of enterprises and regions.

Projects were realized in the field of building, ecology, power engineering jointly with scientific, educational and commercial organizations of Kazakhstan, Poland, Ukraine, Lithuania, Germany, Italy, England and other countries of Europe. Final amount of projects under the direction is about 7 million Euros.

I have experience in analysis of market environment, including the experience in the field of banking and finance as well as microfinance services market on the basis of statistical and scientific analysis. There is a resource for behavioral analysis and forecasting customer behavior using artificial intelligence technologies.

## WORK EXPERIENCE

2011 - Present **HEAD OF R&D CENTER** BrSTU

Management of research and innovation activities of large technical university: project management, analysis of potential markets and commercialization of inventions, marketing and sales of innovative products in the domestic and foreign markets

2001-Present **BUSINESS CONSULTANT**

Work as the consultant in the following areas: introduction of new products to a market, market research, financial and strategic planning, business reorganisation. Participation in the organisation of new business areas and opening of offices in major international companies

2003 - 2011 **A SCIENTIST IN THE FIELD OF BUSINESS**

Researches on innovations in crisis management as the basis for the formation of competitiveness of enterprises in stagnating markets. The studies used methods of statistical and scientific analysis

2003 - 2009 **CRISIS MANAGER**

Reorganisation and liquidation of more than 10 large and medium-sized enterprises in the fields of industrial production, agriculture, banking market and others. The work was carried out within the group of managers

## EDUCATION

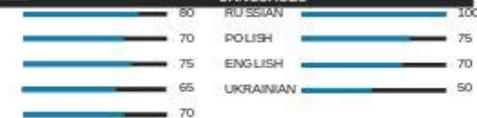
2003 - 2004 **CRISIS MANAGER** POST-GRADUATE STUDY BrSTU

2001 - 2003 **MANAGER** PHD STUDY BrSTU

1996 - 2001 **ACCOUNTING AND ANALYSIS** BACHELOR'S DEGREE BrSTU

## PROFESSIONAL SKILLS

Financial analysis  
Strategic planning  
Marketing research  
Big Data  
Statistical analysis



✉ [fyordimg@gmail.com](mailto:fyordimg@gmail.com)  
☎ +375 297 288 627  
S DzmicerMakaruk



MORE INFO ON:

# Funny CV templates

Jahtara [REDACTED]  
(416) [REDACTED]

Hi. I'm looking for a job. Only for the summer though. Cause I gotta go back to school.  
Tnx.

What do I have to offer?

- Im good with ppl
- I wear your clothes
- Im a model so I can sell the clothes

Skills

- Good at organizing
- Good sense of humor
- Good with people
- Good with infants and children

Hobbies

- Hunting
- Laser tag
- Animal training
- Eyebrow tweezing
- Tattoo assistant
- I donated my hair to charity

Volunteer experience

- Wrapping gifts at the hospital
- Wrapping gifts at centerpoint mall
- Wrapping presents at the bay
- Touring children around the school and gave them snacks like coke and cookies

I hope you think I could work at this job. I think I would do well because im a good person with a good soul and will work hard and good.

Thanks

## Employment History

**Province Of Ontario, Milton, Ontario** 2000-2001  
*Prisoner:* duties included lashing out hysterically, tossing prisoners' salads, throwing flaming toilet paper and occasionally working in the kitchen.

**Frontline Magazine, Grimsby, Ontario** 1999-2000  
*Correspondent:* Corresponded with other correspondents over drinks, watched girls urinate through heating duct in bathroom.

**High Earth Orbit, Outer Space** 1998-1999  
*UFO Abductee:* Duties included being snatched from my home in the middle of the night, taken to an alien laboratory, and forced to eat cold cuts.

**Self-Employed, Toronto, Ontario** 1992-1995  
*Benchwarmer:* Talked to self while sitting on the park bench, fed dead pigeons to other pigeons.

**Self-Employed, Kitchener, Ontario** 1990-1995  
*Son of a Bitch:* Duties included borrowing stuff and never renaming it, picking fights, and pursuing my friends' wives.

## Interests

Carpentry (like Jesus), smiling politely, carving false idols, fomenting rebellion, feigning concern, reigning supreme, coveting things, laying the foundations for a small cult, drinking my milk before the expiry date.

## Other Accomplishments

- 48-hour porno marathons
- Can count well over 100
- Successfully conquered skin rash in 'special area'

## Education History

**School of Hard Knocks** 1977 - Present  
Majored in interpersonal communications, with minors in pot smoking and unsuccessfully offering to trade sex with teachers for passing grades.

**GED** 1999  
Passed test on fourth try. Word.





**Good luck  
with writing  
your successful CV**

**Olena Kovalchuk**