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**"English Power Up: Strumenti Essenziali per il Successo
Professionale"**

Tre incontri dedicati a migliorare le tue abilità in inglese nel contesto
lavorativo.

WORKSHOP

E tu, che tipo di **interviewee** sei?



Question time!

- Vi è piaciuto questo video? Quanti tipi di candidati avete notato?
- Vi è mai successo qualcosa di simile ad un colloquio di lavoro?

Cosa avete fatto per risolvere il problema?

"Stand out with your Resume: crafting CVs and cover letters in English"

In questo workshop, ti aiuteremo a perfezionare le tue capacità di presentazione personale in un ambiente internazionale anche attraverso le famose lettere di presentazioni. Imparerai a trasformare il tuo CV in inglese in uno strumento di branding efficace, in grado di mettere in luce le tue competenze e farti emergere nel mercato globale.

Cv or Resume

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

What to Include in A CV?

Potential employers will scan your CV and decided whether to offer you an interview in a matter of seconds. Therefore, knowing what to include can help your CV stand out and ensure that you are selected to interview for the position you are applying for. The basic components that make up a good CV are:

Contact Details

Personal Profile

Key Skills

Employment / Work Experience History

Education

Achievements

Hobbies

References



Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.

- › Your CV should not be longer than 2 sides of A4
- › Always check your spelling and grammar!
- › One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- › Always remember to provide evidence and examples to support what you are writing.
- › Don't waffle! Be informative and to the point- leave employers wanting to know more about you!

Cover Letter

La cover letter, o "lettera di presentazione" in italiano, è una lettera che accompagna il curriculum quando si invia una candidatura per un lavoro. È un documento breve, di solito una pagina, in cui il candidato si presenta al datore di lavoro, spiega le sue motivazioni per candidarsi e mette in evidenza i motivi per cui ritiene di essere la persona giusta per il ruolo.

Cosa include una cover letter?

1. Introduzione: Si inizia con un'introduzione breve in cui si specifica il ruolo per cui ci si candida e come si è venuti a conoscenza dell'opportunità di lavoro.

2. Motivazione: La lettera descrive perché il candidato è interessato alla posizione e perché è attratto dall'azienda.

3. Esperienza e Competenze: La cover letter evidenzia brevemente le esperienze, competenze o risultati che il candidato ritiene particolarmente rilevanti per il ruolo. Questa parte non deve ripetere esattamente il CV, ma può fornire una sintesi delle esperienze più adatte alla posizione.

4. Chiusura e Ringraziamenti: Si conclude la lettera con una frase che esprime gratitudine per l'opportunità di presentare la propria candidatura e con la disponibilità a un colloquio per approfondire.

Perchè è importante una cover letter?

La cover letter è il primo contatto che un datore di lavoro ha con un candidato e permette di mettere in luce il proprio interesse e la motivazione specifica per quella posizione, il che spesso non emerge dal CV. Una buona cover letter può aiutare il candidato a distinguersi, dimostrando la sua comprensione del ruolo e il valore che potrebbe portare all'azienda.

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am excited to submit my application for the [Job Title] position at [Company Name]. With over [x] years of experience in [industry or field] and a strong passion for [specific area of expertise or industry], I am confident in my ability to contribute effectively to your team and help [Company Name] achieve its objectives.

In my most recent role as [Current Job Title] at [Current/Previous Company Name], I [describe a relevant accomplishment, such as "led a team to increase operational efficiency by 30% through process optimization"]. I am accustomed to working in fast-paced environments and managing multiple projects simultaneously, always with a focus on achieving high-quality results.

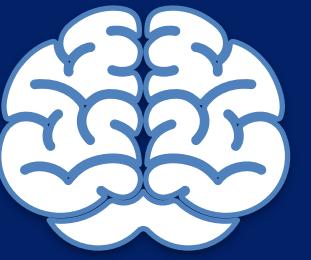
I am particularly drawn to [Company Name] due to your commitment to [mention a specific value, innovation, or notable aspect of the company]. I am confident that my values align with your mission of [add a brief description of company goals or projects that resonate with you].

I would be thrilled to bring my skills in [mention relevant skills such as project management, digital marketing, data analysis] to support your team's initiatives. I have attached my resume for your review, and I am available at your convenience to discuss how my background aligns with [Company Name]'s goals.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am hopeful for an opportunity to discuss my qualifications further.

Sincerely,

[Your Name]



Let's practice!

"Would you like to introduce yourself?"

Rispondete alle domande usando le parole nel riquadro.

- What does the company you work for do?
- What are some well-known companies in your country? Give a few examples and say what these companies do.

design	offer
develop	operate
employ	produce
include	provide
locate	sell
manufacture	specialise

Il verbo “work” spesso è seguito da alcune preposizioni. Con ogni preposizione assume un significato differente.

- A. work as
- B. work for
- C. work in
- D. work on
- E. work with

an architect

clients

an international company

an architect

an international company

sales and marketing

a project

clients

an international company

an architect

sales and marketing

Usiamo questi esempi.

- A. I work...
 - 1. full-time.
 - 2. part-time.
 - 3. as a **freelancer**.
 - 4. other

- B. I have to...
 - 1. **commute** to the office.
 - 2. work remotely.
 - 3. both

- C. My job **involves**...
 - 1. working in a team.
 - 2. working individually.
 - 3. both

- D. I'm responsible for **managing**...
 - 1. people.
 - 2. projects/work processes.
 - 3. other

- E. Every day I **deal with**...
 - 1. customers.
 - 2. co-workers.
 - 3. suppliers.
 - 4. other

- F. In my job I...
 - 1. **am in charge of** a team.
 - 2. report to my supervisor.
 - 3. organise events.
 - 4. plan budgets.
 - 5. other

"Ace the interview: preparati per il successo nei colloqui di lavoro in inglese"

**Il secondo incontro è pensato per darti la sicurezza necessaria ad
affrontare con successo un colloquio di lavoro in inglese, aiutandoti a
superare con brillantezza ogni fase del processo.**

Tell me about yourself.

Questa è spesso la prima domanda. Concentrati su un breve riassunto delle tue esperienze professionali e delle tue competenze principali, cercando di mettere in evidenza aspetti che sono rilevanti per la posizione.

Tell me about yourself.

In my current role as a [Job Title] at [Current Company], I have developed a strong foundation in [relevant skills or fields, e.g., data analysis, project management, or customer relations]. With a background in [mention specific field or area, e.g., finance, marketing], I have gained experience in [highlight key areas or experiences]. I am skilled in [mention any relevant tools, methodologies, or competencies], and I enjoy using these abilities to solve complex problems and drive results. My goal is to leverage these skills in a position where I can contribute meaningfully to the team and the company's mission, especially in an organization as innovative as yours.

Why do you want to work here?

Dimostra di aver fatto ricerche sull'azienda. Parla di ciò che ti piace dell'azienda, come i valori, la cultura o i progetti, e di come il ruolo si allinea ai tuoi obiettivi professionali.

Why do you want to work here?

After researching your company, I'm impressed by [mention specific attributes like the company's mission, values, or notable projects]. I admire the work your team has done in [mention a project, initiative, or area of focus relevant to the company], and I'm excited by the opportunity to be a part of it. This role aligns perfectly with my professional goals and skills, as I am eager to [mention how this role aligns with your ambitions or skills]. I am especially drawn to your company because of its emphasis on [mention company culture or values, like innovation, integrity, or collaboration], and I'm confident that this environment would allow me to both contribute and grow.

What are your greatest strengths?

Scegli 2–3 punti di forza che siano rilevanti per il ruolo, supportati da esempi concreti. Ad esempio, se la posizione richiede capacità di problem-solving, potresti parlare di una situazione in cui hai risolto un problema complesso al lavoro.

What are your greatest strengths?

One of my greatest strengths is my problem-solving ability. For example, in my previous role, I tackled [mention a specific problem or challenge], where I applied [mention relevant skills, techniques, or tools] to achieve [mention result or outcome]. Another strength is my communication skills; I am able to convey complex information clearly to both technical and non-technical stakeholders. This has been invaluable in [mention a relevant situation or project where this was applied]. Finally, I am highly organized, which has helped me manage multiple projects effectively, ensuring timely and quality deliverables.

What are your weaknesses?

Sii onesto ma strategico. Parla di una debolezza che hai superato o su cui stai lavorando, e spiega le misure che stai prendendo per migliorare.

What are your weaknesses?

I can sometimes be overly focused on details, which can slow me down on certain projects. To improve, I've started setting clearer time limits for review and trusting my initial insights more. Additionally, I'm working on my public speaking skills to feel more comfortable in large presentations, so I've been practicing by leading smaller team meetings and workshops.

Where do you see yourself in five years?

Cerca di mostrare ambizione e impegno verso il settore o l'azienda. Evita di parlare di posizioni precise e concentrati piuttosto sul tipo di crescita professionale che desideri.

Where do you see yourself in five years?

In five years, I hope to have grown my expertise in [mention relevant field, e.g., data science, project management] and to be recognized as someone who makes meaningful contributions to my team. My goal is to continue developing my skills and to take on increasing levels of responsibility. I would also like to mentor junior colleagues, helping them grow and contributing to a supportive and innovative team environment. I'm excited by the idea of achieving this growth within your company, contributing to long-term projects and goals.

Can you tell me about a challenge or conflict you've faced at work, and how you dealt with it?

Usa il metodo STAR (Situation, Task, Action, Result) per rispondere: descrivi la situazione, il compito, le azioni che hai intrapreso e il risultato positivo ottenuto.

Can you tell me about a challenge or conflict you've faced at work, and how you dealt with it?

Using the STAR method:

Situation: In my previous role, our team faced a major challenge when [describe situation, like missing a critical project deadline].

Task: My responsibility was to [explain your task, e.g., ensure project components were back on track without compromising quality].

Action: I addressed this by [describe the actions you took, such as coordinating with team members, prioritizing urgent tasks, or finding alternative solutions].

Result: As a result, we were able to [mention the outcome, like meeting the deadline or achieving a milestone], and I learned valuable lessons in teamwork and adaptability.

Why are you leaving your current job?

Parla di motivazioni professionali, come la ricerca di nuove sfide, crescita professionale, o un cambiamento che ti permetta di allinearti meglio con i tuoi obiettivi di carriera.

Evita di parlare male del tuo attuale o precedente datore di lavoro.

Why are you leaving your current job?

I'm looking for new challenges that align more closely with my career goals, specifically [mention goals or areas like leadership opportunities, working with new technologies, or a focus on a particular skill]. While I have enjoyed my time at [Current Company], I feel that this opportunity will allow me to grow further and make a more significant impact, both professionally and personally.

What do you know about our company?

Dimostra di aver studiato l'azienda, menzionando aspetti specifici come missione, prodotti, cultura aziendale, o recenti successi.

What do you know about our company?

I know that [Company Name] is known for [mention the company's mission, values, or industry position]. I'm aware of recent projects like [mention a project or recent initiative the company has worked on], and I respect the commitment your company has to [mention something about the company culture, such as sustainability, community, or innovation]. I admire your dedication to [mention any notable values or priorities, like customer satisfaction or technological advancement], and I am excited by the chance to be part of this vision.

How do you handle pressure or stressful situations?

Condividi esempi concreti di situazioni stressanti e descrivi le strategie che usi per rimanere concentrato e produttivo.

How do you handle pressure or stressful situations?

I approach stress by staying organized and prioritizing tasks effectively. For example, in a high-pressure situation at my last job, when we had multiple deadlines approaching, I focused on breaking down tasks, delegating where possible, and taking breaks to stay energized. This helped me remain productive and deliver quality work, and I learned the importance of communication and flexibility under pressure.

Do you have any questions for us?

Questa domanda chiude quasi sempre l'intervista. Fai domande intelligenti che dimostrano il tuo interesse per la posizione, come le sfide del ruolo o le possibilità di crescita professionale all'interno dell'azienda.

Do you have any questions for us?

Yes, I do. Could you tell me more about the team I'll be working with? And what do you see as the biggest challenges for someone in this role? I'm also interested in learning about opportunities for growth within the company—are there paths to advance in similar roles or related fields?



**With that, you're now ready to master your English interview.
These phrases and expressions are a great starting point for you
and for your Cover Letter and Cv.**

**Remember to elevate yourself in the right way and not to
underestimate yourself! You are worth it!**

Good luck!

Team Formally



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sconto del 40% sia sul pacchetto Formally che sulle lezioni PLIS!**

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SMALL TALKING OR SMOOTH TALKING



TEAMWORK



HOW TO MANAGE TIME



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Come funziona. E a chi è rivolto.

Attraverso 10 units con videolezioni registrate, il metodo Formally garantisce il giusto Business English ad ogni Azienda o Libero Professionista nel proprio settore di mercato.

E' adatto ad un principiante così come ad un intermedio e si sviluppa su un piano bilingue, inglese-italiano. I dipendenti imparano il vocabolario pratico e professionale che possono utilizzare subito sul posto di lavoro.

Il formato digitale consente a tutti di iniziare a livello di apprendimento, praticare al proprio ritmo e rivedere aree problematiche specifiche, con il team Formally sempre a disposizione.

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INTRODUCE:



dall'A1 al C1 con la presenza di professionisti
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Dedicato a chi desidera imparare la lingua inglese per livelli base ed intermedi, PLIS! rende facile ed interattivo l'apprendimento con insegnanti dedicate sia per lezioni private sia per lezioni di gruppo.

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