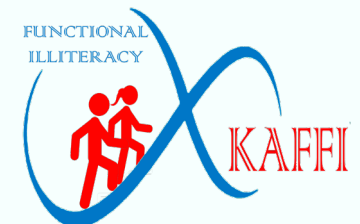


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Project: **To Know and Face Functional Illiteracy**  
Project number: **2019-1-IT02-KA204-062395**

# Autobiography as a Tool for Personal Development





## ○ ○ Autobiography ○ ○



**Autobiography is designed to summarize all your academic, professional and personal relevant achievements in order to provoke the interest from the reading it person when applying for a new job opportunity**



## Concentrate on the Essentials



✓ Employers and recruiting managers spend less than one minute reading a CV before deciding to reject it.

✓ Keep it short: two A4 pages are sufficient, irrespective of your education or experience.

✓ Follow the application process to the letter; don't think that it will make your CV stand out by trying something that's not been asked for.

✓ Limited work experience: If you are new to the job market then note your education and training first; highlight volunteering activities and placements or traineeships.



## ○ ○ Be Clear and Concise ○ ○

Use short sentences. Avoid clichés and over-used words. Highlight relevant aspects of your training and work experience.



Make sure your CV is up-to-date and if you have work "gaps" explain them briefly, don't pretend they don't exist, and be sure to highlight any new skills you acquired during your "gap".



Give specific examples of results that you have achieved, and if possible quantify your achievements.

## ○ ○ Adapt Your CV to the Role ○ ○

Each position you apply for might be slightly different. It's OK to adapt your CV (without altering the truth) to highlight your strengths and transferable skills according to each application.

Never say you have done more than you have; you'll be caught out at some point in the interview process.

If a job advertisement calls for skills that you have, bring forward those skills in your CV.

When you have finished writing, or editing, your CV, go back one more time to the employer's "required profile" and double-check you have matched your skills to it.



## Pay Attention to the Presentation of Your CV



Present your skills and competences clearly and logically, so that your advantages stand out.



To avoid age discrimination, do not include your date of birth.



Match the style of your CV to the market you hope to work in

## Formal Education and Trainings



Formal learning occurs in a structured and organized environment like training/education institution or on the job.

It is an intentional learning from the learner's perspective, leading to degrees and certifications.

It is explicitly designed as education in terms of time, objectives and resources.



## Informal Education and Trainings



Informal learning is the education that is beyond limitations and goes on outside of a traditional formal learning environment like university, school or college.

This learning is based on the daily life experiences like peer groups, family, media or any other influence in the learner's surrounding.

This learning platform encompasses a range of activities and oftentimes informal learning involves learning things without realizing the learning process.

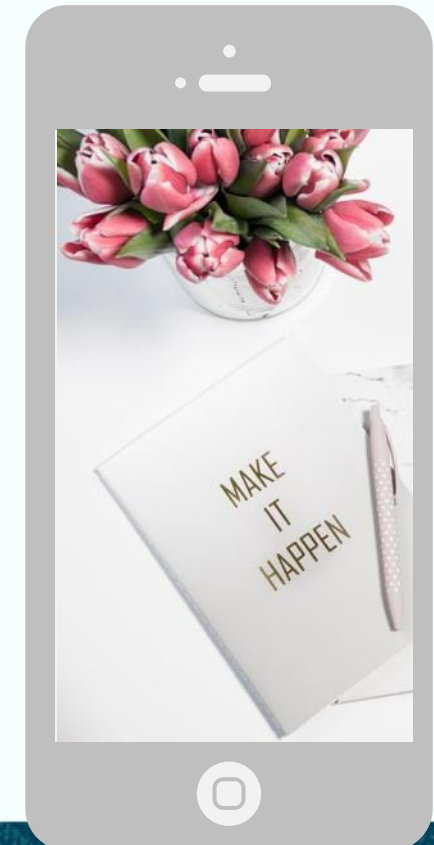
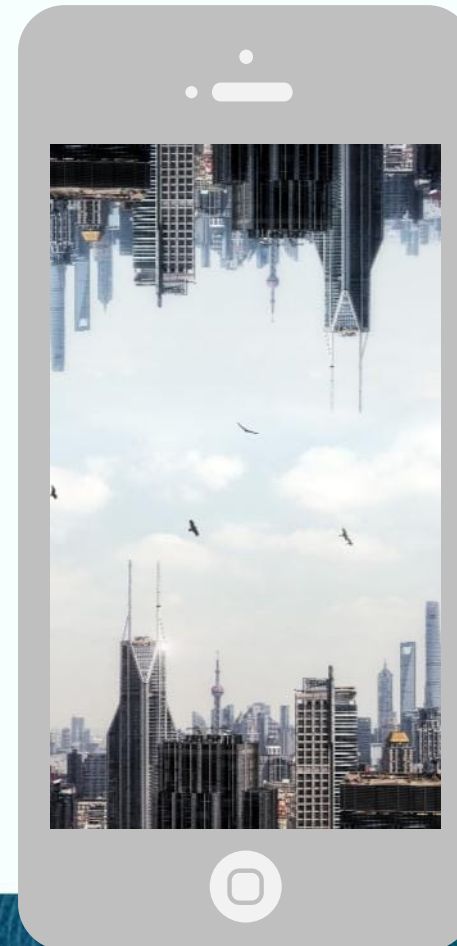
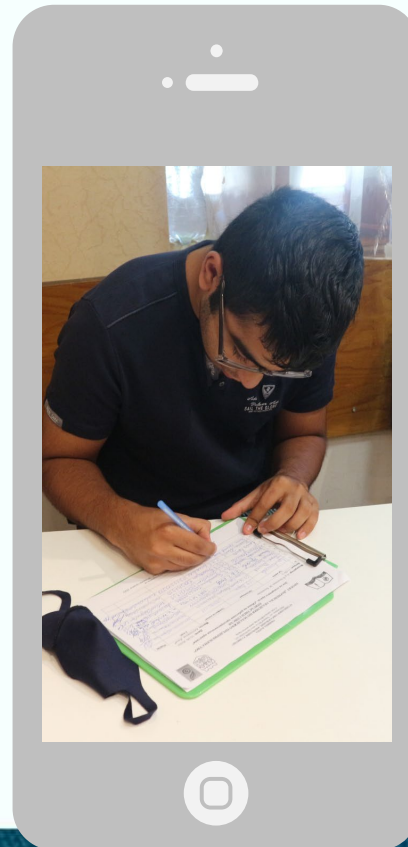


# Portfolio

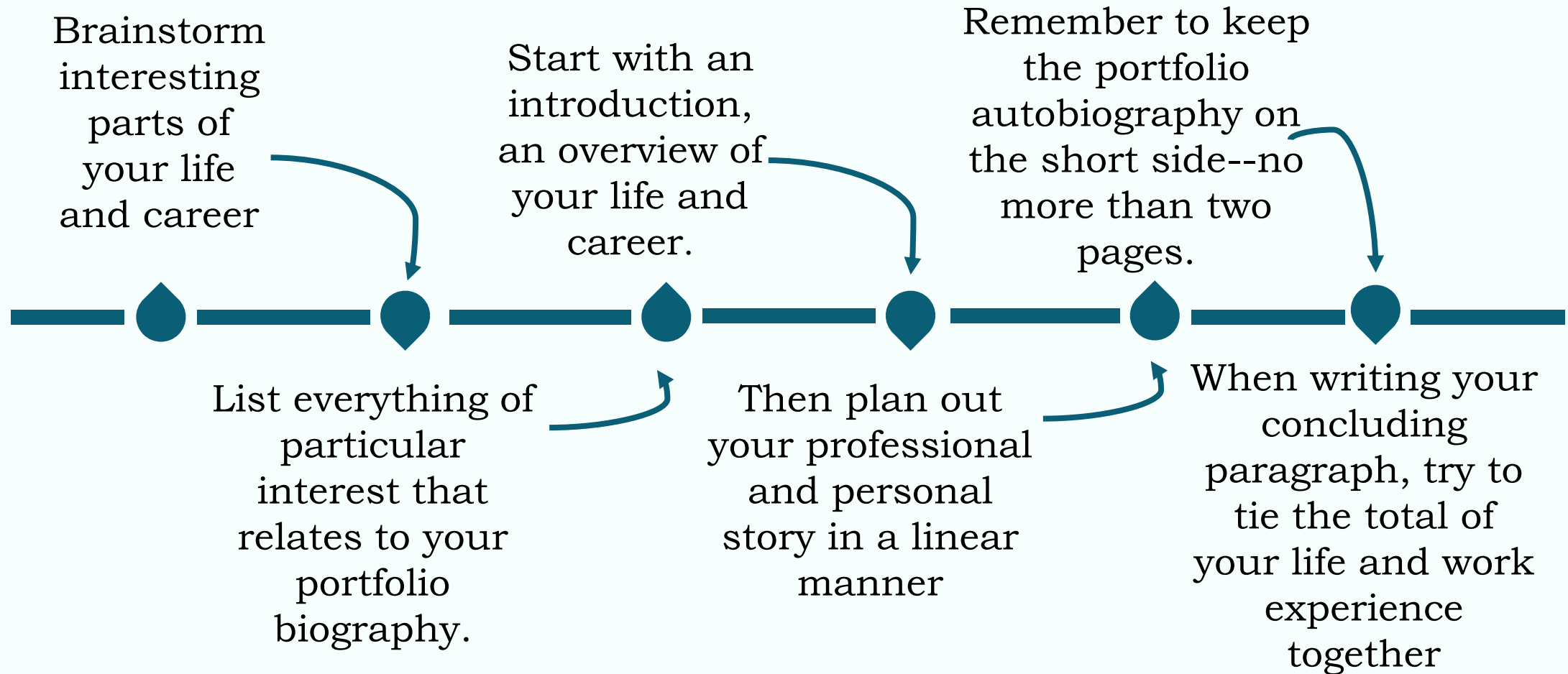


A **portfolio** is a compilation of materials that exemplifies your beliefs, skills, qualifications, education, training and experiences. It provides insight into your personality and work

The  
connection  
between  
autobiography  
and portfolio



## ○ ○ Build a Portfolio ○ ○







## **Make it Simple**

The best professionals are able to put complex content in short and easy for understanding descriptions. This is the key to grab the attention of the audience.

To create your own autobiography is like a road for your own understanding of your best skills. Stay positive and relaxed



The functional literacy is linked directly with the personal possibility to create own career plan and part of the process is writing the relevant autobiography.



One of the famous descriptions about the meaning of expert states:  
"A person who had made a lot of errors in specific area" .





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# Thank you!

Yavor  
Andreev

