

Практичне заняття 2 для ОП «МЕ» та для ОП «ЕУРЗ».

Тема 2. Професійне спілкування англійською мовою в письмовій формі

Завдання 1. Прочитайте та перекладіть зразок резюме (curriculum vitae).
Створіть власний варіант резюме.

Simon Raye | Purchasing & Stock Control Manager

Location: xxxxxxxxxxx Telephone: xxxxxxxxxxxxxxxx Email: xxxxxxxxxxxx

Professional Profile

Hugely experienced purchasing, stock control and logistics specialist with an exemplary career spanning the last 20 years for a national tile supplier and latterly an international lighting and design company.

Utilising my end-to-end experience of the supply chain, I have been pivotal to operational enhancements in stock control and purchase that have maximised ROI. I have implemented procedures to reduce variance, upskilled staff on handling to minimise loss and liaised cross-functionally to maintain sufficient levels of goods to meet consumer demands whilst balancing business needs to minimise warehouse holding costs. The hallmark of my work is developing and sustaining relationships with suppliers, distributors and internal staff to ensure the day to day operations of any business under my supervision operate at maximum capability.

Core Skills

Purchasing/Procurement Sales/Operational Planning Staff Training/Leadership
Inventory Management Quality Control Supplier Management MI
Variance Analysis Reporting
Supply Chain Stock Takes/Auditing Stakeholder Management

Career

Summary

Jan 2007 – Dec 2022

Purchasing & Stock Control Manager

Outline

Sole purchasing professional for 2 branches of this family owned lighting and design company. Full sign off authority for all supplier dealings (other than overseas).

Direct reporting line to the Directors.

Key Responsibilities

- Managed inventories, deliveries, reconciled stock queries, calculated stock prices and liaised with management re stock forecasting and daily stock reports.
- Delivered a customer focused supply business plan to support the overall business strategy.

- Reviewed and revised bought-in stock i.e. usage, lead times, re-order schedules. – Reviewed suppliers lead times/pricing to identify efficiencies and savings and set-up supplier changes where appropriate -followed up quality/non-conformance issues with suppliers.
- Life cycle managed the Amazon account – order to dispatch.
- Coordinated the annual stocktake/audit and assisted into investigations on post stock take discrepancies.

Jul 2003 – Dec 2006

Purchasing Assistant

Outline

Responsible for 3 branches and acted as the key contact between central stock control, the group and all regional operations to minimise disruption to the supply chain.

Key Responsibilities

- Led 7 staff for all warehouse operations – deliveries, storage, handling, shipping and stock
- Cross-checked inventory on a daily basis against domestic and international invoices and raised queries with suppliers where needed.
- Coordinated bi-annual stock takes and conducted variance analysis.
- Liaised regularly with suppliers and sales reference retail/housebuilder projects to ensure availability of goods in line with client timelines. – Health & Safety Committee member.

Завдання 2. Прочитайте та перекладіть зразок листа зацікавленості. Створіть власний лист зацікавленості.

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Job Title

Company

Street

City, State, ZIP

Dear Mr./Ms. LastName,

The American Company has been recognized as one of the best places to work in the country for IT professionals.

You have deliberately set out to create this culture, and it shows! It is my understanding that you have been deluged with resumes since Computerland released their list of the best companies at which to work.

Mine is one more, but I do have some experience that is hard to come by, and sets me apart from my peers.

My IT experience gives me a unique ability to apply technology, in all its forms, to business processes. Some of my business process knowledge includes accounting, finance, facilities, inventory control, budgeting, vendor management and various operational processes.

I have experience with merger/acquisition events, high growth challenges, technology replacement projects and IT process improvement.

I have delivered large technology projects on schedule/on budget and in alignment with the business strategy. Companies I have worked for include ICM, HEP, IBX and SED.

I would appreciate an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company.

Sincerely,

Your Signature (hard copy letter) Your Typed Name

Завдання 3. Написання мотиваційного листа вимагає дотримання певних вимог. Прочитайте і перекладіть текст щодо особливостей його написання для програми Erasmus.

FINALLY, I can say it without any superstition-related hesitations: I'm going on Erasmus next year. To be more specific, in August I will leave my beloved Venice to move to Amsterdam, where I will be an exchange student in the Humanities department.

But, first, the Erasmus program: what is it? Namely: European Region Action Scheme for the Mobility of University Students. In other words, Erasmus is a European exchange program which allows university students to spend a semester or two in a partner university without paying additional fees.

How can you apply? Well, it depends on your home university requirements and designated process, therefore have a look at its website, in particular at the international section or, if present, the Erasmus out page. What is almost certain is that you'll need to write a motivation letter, explaining why you want to be an exchange student and why you should be chosen over the other applicants. Since I've been through the whole writing process with its anxiety and uncertainty, here's a few tips which will help you write a great letter.

Do research. My first advice would be to gather as much information as possible in order to mention a few aspects which made you choose to apply for the exchange program in that specific destination and university. Have a look at study plans, university activities and student societies or organizations you'd like to join.

For instance, when I applied for the UVA, I spent hours on their website looking for information. After all, it is also useful for you, since you might actually go there. Name a few courses you might be interested in and why, how relevant they are to your interests and study plan. Moreover, I'd also mention if you'd like to participate to any of the activities organized by the university: for instance, I wrote about CREA and its courses, which I actually intend to take. Look for reasons why that particular city appeals to you or would improve your curriculum for a future career.

Ask for advice. Don't just rely on the internet, your university instructions or your instinct. Ask questions, advice to other people, especially to your university colleagues who actually got the place. Look for the results of the previous year and contact the winners, ask them tips or, if they are so kind to do so, to send you their own motivation letter as a sample. I for one was so lucky that my friend Chiara sent me hers and I will be forever grateful to her.

Make it well-structured and correct in terms of grammar. Good presentation is pivotal. A well-written letter will show interest, care and will be much more convincing than an improvised or neglected one. Don't forget that you'll be representing your faculty abroad, therefore the examiners will choose those people who would do their best. Be concise, clear and correct: you don't need to write like Shakespeare, but you need to be communicative and communicate effectively.

Be argumentative rather than emotional. Mention you're fond of travel or the place itself, but don't exaggerate with being emotional. The examiners are reading lots of applications and I bet you're not the only one who loves travelling. Be concrete, find multiple reasons why you want to go. Language, personal experience, curriculum enrichment are just a few suggestions; find you own unique reasons to go and convince them to choose you.

Завдання 4. Прочитайте та перекладіть зразок мотиваційного листа для участі програмі ERASMUS. Напишіть власний лист.

Dear Sir or Madam:

With this letter, I would like to express my interest in studying at the University of XY as an Erasmus student.

I am currently studying Master's Degree program in Regional Geography at the ABC University in London. Having looked through the materials of the Foreign Department of my university, I was very delighted to find the opportunity to spend one semester learning geography at the University of XY. I have decided to apply for this program because I am sure it would strongly enrich my future studies and help me in my prospective career. Moreover, I consider this program as a great opportunity to get in touch with British culture and educational system. Last but not least, I am very curious about different approaches to the geography at the foreign university.

I have chosen to apply for University of XY, because I really like its module system of study. I specially appreciate the wide range of offered modules and the freedom in making your study plan. Many of the modules offered are unique for me, because there is no equivalent at my home university. Very important for me is also an "Excellent" rating for teaching of the Geography department and the overall friendly atmosphere at

both the university as well as the city. The third main reason why I have chosen XY is its Urban and Regional Policy Research Institute. It specializes in interdisciplinary research on key regional and urban policy issues, which is the field of geography very familiar to me.

During my prior studies I have found out, that I would like to specialize in Urban and Transport Geography. The University of XY gives me a chance to get in touch with these subjects through modules from both Department of Geography and Department of Town and Regional Planning. In my last year at the ABC University I worked on an empirical study with main focus on transportation costs of suburbanization and urban sprawl. I really liked my project and I am keen to continue in it. I would like to use my stay in XY for further developing my skills in empirical research and starting working on my diploma project. The possibilities that gives me University of XY further expand those at my home university. I would take modules focusing on Transport and Urban geography and European Studies.

I would very much like to spend one semester at the University of XY. This would give me a chance to deepen my geographical knowledge in the inspiring, creative, and cosmopolite environment of one of the largest British universities. Furthermore, I could improve my English and increase my confidence in passing the TOEFL examinations after I return. Moreover, I am confident that my experience in London would be extremely exciting, fun, and valuable for both my studies and overall general development.

Thank you for considering my request. I look forward to your positive response.

Yours faithfully,

Suzan Parent