

GUIDELINES TO ENGLISH PORTFOLIO

29 December 2024, 18h

TASK:

The **Professional portfolio** should contain:

- 1) An **authentic job offer** in English
- 2) A **resume**
- 3) A **cover letter**
- 4) **3 questions** the recruiter could ask you during the job interview

DETAILS:

- Who? **Individual**
- How? Everything in **1 single PDF file**
- Where? Must be submitted on the dedicated area on **HELMo Learn**
- When? On the last day of the semester: **29/12, 18h**
- What for? **10%** of the final English 5 grade

ASSESSMENT:

The following aspects will be assessed:

- Whether the **guidelines** were properly followed
- Whether the **language** is correct, precise, appropriate and clear
- Whether the CV/Cover letter are well **formatted**
- Whether the CV/Cover letter have been **adapted** to the job offer