

Writing CVs (or Resumes) and Cover Letters

-Stand out from the crowd-



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Curriculum Vitae(CV) & Resume

Curriculum Vitae(CV)- "*course of life*" (Latin)

Resume – "summary" (French)

- In many European countries-CV is used to describe all job application documents, including a resume.
- In the US & Canada, CV and resume are sometimes used interchangeably.

What is a CV?

- Your **marketing** document, **subjective** and **personal** to you
- An up to date portfolio of your skills and experience which are **relevant** to a particular post
- Informative but concise (brief)
- Designed to get you an interview, not a job
- "Persuasive sales document selling you (the product) to an employer (the customer)" – Employers' definition



When to use a CV?

- *Requested by an employer/recruitment agency*
- *For careers fairs*
- *As a reference document for job application forms*

Why do Employers use CVs?

- To shortlist candidates for interview
- To see how you present yourself on paper
- May take just 15 seconds to skim a CV and make a decision
- Your CV needs to match the employer's requirements as much as possible



- An effective CV is:

Targeted to the job for which you're applying,
Accurate, interesting and up to date,
Accompanied by a Covering letter,

- To achieve this:

Identify the employer's criteria,
(what are the key skills, experience required for post?),
Select appropriate evidence (from any aspect of your life) to
show that you match their criteria,
Take advice from others

CV content may include the following

Skills

Personal details

**Work
experience**

References

**Education/
qualifications**

**Career
goal**

Achievements

**Employment
history**

**Voluntary
work**

Dates

**Current
studies**

**Positions of
responsibility**

**Personal
profile**

Other activities

Targeting your application

- *Use the Job Description and Person specification to target your application to the employer's criteria*
- *Job description: information about the job (key responsibilities and duties). May include details of key skills, qualifications and personal qualities required*
- *Person specification:
List of the key skills, personal qualities and qualifications required and whether they are essential or desirable*

Targeting Your CV: Skills and Qualities most Requested by Employers

- *Self management*
- *Communication*
- *Team working*
- *Problem solving*
- *Creativity & innovation*
- *Application of IT*
- *Numeracy*
- *Discipline specific*

Employability skills

- Degree
- Work experience
- Voluntary work
- Leisure
- University life

Skills gained at university (degree)- ex: Some Skills from Economics include-

- ***Abstract and simplify** in order to identify and model the essence of a problem*
- ***Analyze and reason** – both deductively and inductively*
- ***Communicate briefly results** to a wide audience, including those with no training in Economics*
- ***Think critically** about the limits of one's analysis in a broader socio-economic context*

Personal Details

- *Name & contact details (address, phone number, email)*
- *Age, Marital Status, Gender, Photo*
- *(Not required in UK, and will vary between countries).*

Personal Profile:

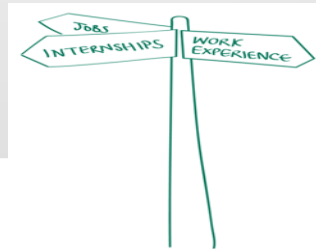
- *Keep it focused to the job/career*
- *Example- "A 3rd year Economics student with commercial awareness and good analytical and numerical skills developed through my degree and from internship experience with McKinsey, eager to make a career in Management Consultancy".*

Education/qualifications:

- Reverse chronology,
- Courses, projects, thesis done related to the job,
- Any transferable skills? i.e. teamwork, leadership, problem solving etc.
- Keep pre-university qualifications brief, consider their relevance.

Work Experience – paid/voluntary

- *Reverse chronology*
- *Consider relevance of jobs – do you need to include everything ?*
- *Think tasks ,skills and achievements.*
- *Consider themes: i.e. administrative; finance related; retail; relevant/other. Group them as relevant to the job for which you are applying.*



Skills from your work experiences

Activity	Task	Skill
Working in a pub	<ul style="list-style-type: none">• Dealing with public• Handling cash• Working long hours in a busy environment	<ul style="list-style-type: none">• Customer care• Communication• Conflict resolution• Numeracy• Accuracy• Time management,• Energy• Working under pressure

Additional Sections

- *Achievements and Positions of Responsibility*
- *Voluntary work*
- *Additional skills (IT, languages)*
- *Interests*
- *References (names & contact details or available on request)*

Tips for Layout:

Do:

Two A4 pages

Consider bullet format to avoid large blocks of text

Separate the sections clearly – using appropriate headings

Double-check spelling, punctuation and grammar

Don't:

Use the heading CV or Curriculum Vitae

Allocate space inappropriately to unimportant facts

Cram the pages with detailed facts

Remember!

Employers may:

- Skim CV (15 seconds?) to make a decision
- Take into account general presentation
- Look for key words
- Use software to scan for key points or spelling/grammar errors

Adam Green

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London N1 2EX

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Email: ag@hotmaili.com

Education

2009-12 Economics and Economic History BA (Hons.) Predicted: 2:1 University of Westminster

- Expanded and acquired analytical skills through applying the concepts and logic of mathematics
- Critically evaluated a range of economic and social data
- Considering the way ideas evolve over time has involved surveying a broad spectrum of resources and making independent inferences about their bearing.

2002-9 The School, The Town

A level: Economics A; Geography A; English A; General Studies B

GCSE: 10 subjects at A* -A

Work experience

2011 Intern KPMG

- Completed vacation scheme in tax department, giving an insight into the fundamental aspects of a large professional services firm
- Responsibilities included verifying financial data, preparing presentations, attending strategic meetings and working as part of a team assigned to a marketing project.
- Gained an understanding of technical issues, including the use of software packages.
- Socially responsible policies of the company presented the chance to support community projects, promoting a strong sense of reward.
- Interacting with colleagues from different levels within the business, demonstrated the importance of diligent written and oral communication.

2009 – present Student Ambassador, University of Westminster

- Work with a team contacting graduates to update the alumni database; requires succinct and flexible communication
- Fundraising for the university's Annual Scholarship Fund requires a confident and articulate approach
- Awarded 'top student of the campaign' prize

2007 Data Analyst, Forest Hill Accountants

- A summer placement working with financial data; gave practical application of a range of numeracy skills
- Adhering to deadlines was essential, requiring excellent time management and resilience

Positions of Responsibility

2011 Vice Chair, University of York Economics Society (elected position)

- Working with a group to manage budgets, corporate relations and events organisation
- Organised programme of speakers from large financial organisations
- Required effective teamwork, leadership and proactive motivation of others

2008-9 Head of The School

- Required flexibility and the ability to take initiatives through to their conclusion
- Required public speaking, resourcefulness and diplomacy

2004 -9 Regimental Sergeant Major, CCF

- Membership of the Combined Cadet Force led to promotion to the highest possible rank
- Maintained excellent standards of dress, organisation and teaching throughout the ranks, requiring determination and the ability to delegate.

Other interests

Duke of Edinburgh's Award

- Completed Bronze and Silver awards requiring sustained commitment through charity work and expeditions

Piano playing

- Playing a range of contemporary and classical music led to working in The Horse and Groom Restaurant at weekends and special occasions. Met a diverse range of people and developed my interpersonal skills in a new context

Travel

- 2010 and 11 Trekking in Peru and other areas of S America gave me a range of unforgettable experiences and the chance to obtain a scuba diving qualification, as well as the chance to learn about and experience life in different cultures and environments

References: Available on request

Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283
DoB: 27 February 1985
Gender: Male

Email: coolguy007@hotmail.co.uk
Nationality: British
Marital-status: Single

Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education:

1991 – 1992 Collingham Gardens Nursery
1992 – 1996 Stamford Primary School
1996 – 2002 Hall Green Secondary School
2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

Reference:

Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan.sanders82@hotmail.com

David Gibbons

57 Outlands Road, Dingley, LE16 9SJ

Mobile: 079 3316 8158 E-mail: David.gibbons@live.co.uk

Personal Profile

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

Education

2009 – 2013 **BSc Computer Science (Hons)** **Aston University**
• 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

2007 - 2009 **BTEC National Diploma in IT** **Hall Green College**
• Triple Distinction*

2000 – 2007 **8 GCSEs at grades A*–C.** **Bournville Secondary School**

Work Experience

2008 – Present **IT Manager** **Maplins**

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;
- Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 **IT Support Officer** **Ladypool Warehouse Ltd.**

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 **IT Admin** **West London Council**

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

1996 – 1999 **Various jobs** **Retail (sectors)**

Hobbies and Interests

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

Referees

Mrs Saima Khan
Sales Manager
Flash Electronics Ltd.
Address: 24 St Denys Road, Postling, CT21 3QF
Tel: 0109 228 2091
Email: khan.s@flashelectronics.co.uk

Video 1 – «How to write a succesful CV»

<https://www.studyinternational.com/news/how-to-write-a-successful-cv/>

Covering Letters: The Basics

- Your chance to show interest, motivation and enthusiasm for the job
- Tailor/personalize your letter to fit the job/company
- Usually 1 side of A4
- Layout: Your address in top right of page, employer's in top left
 - Include the date
 - Include reference to vacancy
- Write to a named person if possible
- Ending the letter: 'Yours sincerely' or 'Yours faithfully'
- Check for spelling, grammar, typos & keep a copy

Covering Letters: Content

Introduction

- Who you are and why you are writing

Why you are interested in this job and this employer

- Show interest and knowledge of the company and post (targeted, well researched application)

Why you are suited to this job

- Highlight your strengths, skills and experience relevant to the job

Refer to sections of your CV – don't repeat word for word

Conclusion

- End on a positive note

Video 2 –»Write the perfect cover letter for your job application»

<https://www.youtube.com/watch?v=V81oKErOe9o>

-How to Write a Cover Letter for a Job in 2021 (12+ Examples)-

<https://zety.com/blog/how-to-write-a-cover-letter>

Questions?