

8

I am seeking a challenging position with a progressive company that will offer opportunities for professional growth and advancement. I am results orientated, a self-starter and a team player. I'm a good communicator, and have excellent project management, interpersonal, people management and negotiation skills. I can also work unsupervised. I am committed, creative, competitive, ambitious, adaptable and flexible. I am good at meeting deadlines, solving problems and making decisions.

9

As you will see from my CV, I scored an average of 91% in my university examinations (94% at the end of the first year, 87% in my second year, and 92% in my final year exams). I stayed on to do a post-graduate degree in finance and banking, and was encouraged to extend my Master's dissertation into a doctorate, which I have done in the past ten months. I expect to be awarded my PhD in six weeks' time.

Notes on CVs/resumes

- European and Asian CVs generally include photos; US resumes do not.
- British CVs include personal details such as date of birth, marital status, number of children, etc.; US resumes do not.
- British CVs usually include outside work interests (sports, travelling); US ones sometimes don't.
- Your CV should be totally honest; you should emphasize your strengths, but not lie about your experience or skills. It should not say anything that contradicts what you've put on your Facebook page, or similar!
- Leave out information that is irrelevant or that could give some people a chance to discriminate against you (personal details such as your height, weight, health, country of origin, religion, etc.).
- Limit your CV to a maximum of two pages.
- Lay your CV out neatly.
- Check for grammatical and spelling or typographical errors, and do not rely on an automatic spell checker.
- Get someone to check your CV before you send it.



"Mind if I take this, chief?"
It's a headhunter who's been after me for weeks."

© The New Yorker

Which of the following extracts from a CV/resume and different application letters would help the candidate to get an interview, and why?

1
Dear Sir or Madam,
I am writing to express my interest in applying for the position of Community Fundraiser advertised in the Morning Herald on 13 May, 20--. I am looking for a challenging entry-level position that allows me to contribute my skills and experience to fundraising for a charity.

2
I am writing to express my interest in the position of Account Manager that was advertised on your website on 13 February, 20--. I'm extremely interested in this position, and I would like the opportunity for an interview in which I could show you how I can benefit your company.

3
I play for the university basketball team. We have won the national university championship for the past two years.

4
My parents are French and Russian, and because they work for a multinational company, I grew up in four different countries. I did all my schooling in English, but I speak and write fluent French and Russian. I can also read Italian, Spanish, Romanian and most Slavic languages.

5
Employment
Saturdays, 2006-8, and full-time July 2008, Right Price food store, West End Avenue (shelf-filling).
July 2009, Port Authority Bus Terminal, 8th Avenue (bus cleaner).
August 2009, grape-picking, Napa Valley, California.
November 2009-June 2010, tourist guide at St Patrick's Cathedral, 5th Avenue (Saturdays).

6
I have travelled extensively during my last three summer vacations. In 20--, I travelled around the Mediterranean (Spain, France, Italy, Greece) for ten weeks. In 20--, I went to Florida for a month, and I spent six weeks in Bali in 20--. I have consequently met a great many people from many different cultures, and I am absolutely convinced that these cross-cultural experiences make me suitable for a position in international marketing, and that your company would have a great deal to gain from employing me.

7
Dear Mr/Ms [name],
I am applying for the Sales Associate position which we discussed during the Career Fair at the National University in [city] on [date]. I believe my varied sales experience and my Bachelor's degree in Business Administration are an excellent match to the qualifications you are seeking.
As you can see from the enclosed resume, I have sold a variety of products in part-time jobs during my studies and have worked in sales departments during two internship positions. This experience, as well as my oral and written communication skills, should prove valuable in increasing [company name]'s sales volume. I am enthusiastic about pursuing a career in sales with [company name] because of your varied product line and international distribution network.

Notes on C
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British CVs in
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British CVs us
Your CV show
skills. It should
Leave out info
(personal det
Limit your CV
Lay your CV o
Check for gra
Get someone

Here is a model skeleton for a CV.
 • Is this how you would present a CV in your own language?

Curriculum Vitae

Name

Address

Phone number(s) [daytime phone number, with the international access code]

Email address

Date of birth [write the month, e.g. 11 January 1990, because 11/1 = 11 January (GB) and 1 November (US)]

Nationality [always begins with a capital letter]

Marital status [Single or Married]

OBJECTIVE

[what you want to do next is more important than what you have done] e.g. A job in international marketing; A traineeship in trading; Production assistant; Account manager; Financial analyst

WORK EXPERIENCE

[in reverse order, starting with the most recent]

e.g. Part-time Technical Assistant, Economics Faculty IT Centre (September 2009–June 2010) (repair and maintenance of department, faculty, staff, and student computers)

EDUCATION or QUALIFICATIONS

[in reverse order, starting with the most recent]

20-- Master's Degree in International Management, Bigtown University (expected date of completion July 20--)
 20-- Bachelor's Degree in Business Administration, majoring in Finance, Faculty of Business Administration and Economics, Bigtown University
 20-- High School Certificate (specializing in maths and science)

COMPUTER SKILLS

e.g. Microsoft Word, Excel and PowerPoint, Lotus Notes and Oracle Financials

LANGUAGES

e.g. Fluent in Spanish and English, some knowledge of French and Italian.
 or Arabic (mother tongue), good knowledge of English, elementary knowledge of Spanish.

HOBBIES AND INTERESTS

[Ideally, these will include hobbies that demonstrate qualities that are relevant to the job you are applying for]

REFERENCES [or TESTIMONIALS (US)]

The following people can provide references:

[names and addresses (and phone numbers or email addresses) of two people]

Notes on covering letters

- The covering letter explains why you want the job.
- It should be specific to the job you are applying for, adapted to the target organization, and show that you know about its activities.
- It should highlight your skills and achievements, and show how your background, training, work experience and abilities relate to the job you are applying for.
- It should use formal language, and demonstrate that you have good written communication skills.

Here is a model for a covering letter.

- How different would a covering letter be in your language?
- Would it be more modest, or more assertive in listing your talents?

Your address
Your email address

Date (23 May 20--)

Company name
Company address

Dear Mr/Ms (Name),

I am writing to apply for the position of _____ advertised on your company's website. Having read the job description, I believe that my academic record and interpersonal skills make me a strong candidate for the position.

I am a final-year student and will shortly be graduating from _____ University with a BA in Business Administration. Last summer I spent three months gaining practical experience in _____, during a traineeship (BrE) / internship (AmE) at (organization) in (city). My responsibilities there included organizing / implementing / developing / coordinating / analysing _____.

As you will see from my CV, last year I spent an exchange semester at the University of _____. My experience of studying in (language) and working in (country) have taught me how to live and work in different environments, and given me some experience of intercultural communication and working with diverse teams.

I am fluent in _____ and English.

I am available for an interview at your convenience and look forward to hearing from you.

Yours sincerely,

Your handwritten signature
Your name, typed