

Writing your CV and Cover Letter

Part 1

CVs

A Curriculum Vitae, or resumé, is a succinct “advertisement” of your talents.

Questions to ask yourself:

- 1) Does it reflect you and your personality?
- 2) Are your strengths seen between the lines?
- 3) Is the layout clear?
- 4) Can the reader understand
 - a) Your job title?
 - b) **Where** you worked ?
 - c) **When** you worked there ?
 - d) **Who** your manager or supervisor was?
 - e) What **you** did and the **competence** you achieved?
 - f) Your qualifications
 - g) Your interests or hobbies?

Task 1

Notice that both the following CVs are 1 page long. Why do you think so?

Evaluate them for 5 minutes according to the criteria above.

Which do you think is closer to your personality? Why?

Joe Smith
Graduate Student in Computer Science

45 Main Street Apt 7
Waybrooke, MI 45621
Joey567@gmail.com
Tel: 678 987 9987
www.Joeythemano.de

Objective: A junior position in Computer Framework design

Education

- 2014-2019** **Master's degree in Computer Science, Intelligent Systems** *Ecole Internationale des Sciences du Traitement Informatique (EISTI) Cergy-Pontoise, France*
- 2012-2014** **Bachelor's degree in Mathematics** *University of Oklahoma Oklahoma City, Oklahoma*
Sigma cum laude
- 2010-2012** **Post-secondary preparatory school** Warren High School, Downey, California.
Preparation for competitive examinations for entering engineering school. Studies in Mathematics, Physics and Computer Science.
- 2010** **High school Baccalaureat (A levels) in Science** *Lycée Internationale de Nassau, Bahamas* Suma cum laude European distinction in Russian

Experience

- 2014** **Corporate Research Intern** *Alstom Atlantic Noodles sur Seine April to September*
- 2013** **Business Intelligence Intern** *Honolulu Hula Promotion Association Honolulu, Hawaii*
June-July
Goal: Promote Hula dancing as a means of international communication through an interactive website
Approach C++ to inverted algorithms
Applications Data mining of international negotiations via native dance ceremonies
- 2013-2014** **Financial Director**
University of Oklahoma Student Union

Scientific Projects

- 2014 **Data Analysis** *Statistical Learning, neuronal network, SVM, bagging boosting, Weka, SciLab, Java NNS*
- 2013 **Statistical Research** *Conjoint Analysis prototype for the ASKIA group, analyzing blood types in opinion polls SciLab*
- 2013 **Good data project** *Data classification (Bayes k-means) performance comparison*

Foreign Languages

- French Advanced 289/995 TOFIC
- German Advanced European B-2 level with distinction on A-levels
- Zulu Beginner Basic understanding of intonation

Computing Skills

- Software MSOffice; MSProject; MSSQL Messenger; Weka
- Languages C/C++, Java, R, Python, SQL, UML, Xml, Xsl, SciLab, IntoC, ZipQ2

Data Science Skills

- Concepts Artificial Intelligence, Web Mining, Parallel Programming, Design Pattern
- Mathematics Machine Learning, Optimization, Probabilities, Predicative Modeling
- Culture Macro/micro economy, marketing, business law

Interests

- Sports Skiing, Hula dancing, running
- Travels Morocco, Russia, Botswana, Ireland



Stanley Anderson

Profile

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

Experience

Company Name // Position (2010 > Present)

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Company Name // Position (2008 > 2010)

Dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

Company Name // Position (2005 > 2008)

Dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

Education

School Name (2002 > 2005)

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

School Name (2000 > 2002)

Dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut

Skills

- ✓ Your first skill
- ✓ Your second skill
- ✓ Your third skill
- ✓ Another great skill
- ✓ And another one
- ✓ And the last one

Contact

e: stanley@domain.com

w: www.domain.com

p: (0) 123456789

a 1145 Parkway Av.
Melbourne, Australia

Below are some English equivalents for French qualifications:

Honors

Summa cum laude	Félicitations du jury
Magna cum laude	Mention assez bien
With honors	Mention Assez / Très bien

Brevet des collèges:

- (UK) – GCSE'S under C Grade (General Certificate of Secondary Education)
- (UK) – GNVQ Intermediate (General National Vocational Qualification)
- (US) – 9 th Grade

CAP:

- (UK) – Youth Training (NVQ – National Vocational Qualification – Level 1, 2)
- (US) – Pas d'équivalence de diplôme. Peut-être expliqué comme ceci: « Vocational certificate obtained 2 years after the 8th grade »

BEP:

- (UK) – BTEC First Diploma (Business and Technology Education Council)
- (UK) – GNVQ foundation (NVQ Level 1)
- (US) – Pas d'équivalence de diplôme. Peut-être expliqué comme ceci: « Vocational certificate obtained 2 years after the 9th grade »

Baccalauréat général: (*French secondary school diploma/ high-school degree*)

- (UK) – A Levels
- (US) – High-School Diploma/Degree

Baccalauréat technologique ou bac professionnel:

- (UK) – BTEC National
- (UK) – GNVQ Advanced
- (US) – Pas d'équivalent

Matières dominantes: *major*

BTS: (*two-year technical degree in ...*)

- (UK) – BTEC HND (Higher National Diploma)
- (US) – 12th Grade

DEUG (*two-year university degree in.../*)

DEUST (*two-year university program leading to a degree in biology, computer programming,.../*)

DUT (*two-year university degree in technology*) :

- (UK) – Diploma of Higher Education
- (US) – Associate of Arts (*or Science*) Degree

IUT: *university institute of technology*

Classes préparatoires: *undergraduate courses in preparation for nationwide competitive exams in liberal arts, economics or sciences*

Ecoles supérieures de commerce: *business schools*

Ecoles d'ingénieurs: *engineering schools*

Licence: (*three-year university degree in history, economics, political science, ...*)

Licence dans un domaine littéraire: **BA Degree (Bachelor of Arts) in...** / **Bachelor of Arts (B.A.) in...**

Licence dans un domaine scientifique: **BSC Degree (Bachelor of Science) in...** / **Bachelor of Science (B.S.) in...**

Master 1/ Maîtrise:

- (UK) – MA (Master of Arts) / MSC (Master of Science)
- (US) - Master's degree

Master 2 / DEA: *one-year degree before postgraduate studies*

(UK and US)

Master dans un domaine littéraire: MA (Master of Arts) in...

Master dans un domaine scientifique: MSC (Master of Science) in...

Master dans les affaires: MBA (Master of Business Administration)

Doctorat:

- (UK and US) – Phd (Doctor of Philosophy)

Mémoire de fin d'études:

- (UK) – dissertation
- (US) – memoir

Mémoire de stage:

- (UK) – internship dissertation
- (US) – internship memoir

Réaliser une étude sur: *to conduct a survey*

Task 2

Now with the combined information, write out your own CV!
Good luck!

Part 2

Cover letters

The cover letter is the second step. If they are intrigued with the CV, they will read your cover letter.

First questions to answer:

- Why should the prospective employer read your letter?
- What is he/she looking for?
- What should you put in the cover letter that your don't put into the CV?

Principle 1: ***The cover letter is about them! Not you!!!***

- 1) State why you are writing
- 2) Explain why you're the top candidate
- 3) Tell them why you admire them
- 4) Declare what is next (e.g. Interview)
- 5) Action close

General Tips

- Read, and re-read
- If done by email be careful of message subject it could be rejected:
 - Avoid words such as free/testing/money/payment/interesting why? Spam box
 - Avoid html text
 - Ask for receipt of message. **Do not say URGENT** If they don't replay you have an excuse to call!! To recontact them.

Principle 2 What is the best means to find a job? Social networking

NB: What's on-line about you? Be careful about facebook!!!

Start spinning your web. What about a sound bite? But avoid a UTube performance!

Principle 3: Assess the job offer: *What do they require and what can you deliver?*

- Checklist comparison
- Devise an action plan for your first 90 days

Principle 4 Advantages of *stand out* cover letters

- Strong personalization
- High energy
- Relevant information
- Moderately informal
- Interesting to read

Principle 5 Important points to remember

- Make a good first impression (they decide in seconds on the cover letter, in minutes for the interview)
- Put your focus on the employer
- Sell your benefits, not your features
- Show savvy without boasting
- Warm up your reader/audience
- Keep a measure of control
- Indicate that you do good work
- Conform critical thinking skills
- ***NO spelling mistakes for techies***

Now let's get down to writing!

Point 1 Anatomy of a cover letter

- Contact information
- Date line and inside address
- Salutation
- Introduction (grab their attention !)
- Body
 - Competencies
 - Skills
 - Accomplishments
- Conclusion: What happens next
- Closing signature

Point 2

A) Three general tips to improve your letters

1. High light short sentences with bullets,
2. Start with a quote that reflects your prospective employers' policies or values
3. Reword the employers mission statement into your letter to describe your work ethic, skills and values

B) Capture their attention with an energetic opener! Remember:

1. The best information to use is a known name (personal referral works best)
Are you known or inside the group already?
2. Launch your letter with what you clearly want, (of course it's what they need too!) quickly followed by the qualifying benefits you offer directly related to the requirements of the company.
3. OR create a narrative hook for an opening. *Time's fun when you're having flies....*
4. Don't waste your opening line by restating the source of the job post. This can be in the RE part of the letterhead

SELL, don't TELL!!

Samples of Grand Openers

Ms. Jolie Jumper, your marketing manager, inspired me at the Newbie Convention with her 3 toys investment strategy. At that moment, I realized how much I wanted to be part of her team...

The breakthroughs MacroDure has achieved in server autonomy are rocking the established players... I'm in awe of your progress.

Your announcement for a zigerfold programming expert, was a bolt of lightning to my soul. I feel I am perfect for the job and would like to prove it to you!

I have heard that you are looking for a person who can co-ordinate C++ and manage a team of aging doctors. I think I have hit the jackpot, and maybe you have, too. Don't you love a perfect match?

Samples of Grand Losers

My school requires me to find an internship, so I'm writing you.

I was recently laid off from my company, so I'm looking for a new job.

As you can see from my resumé, I have had little experience in your field.

C) Skills that employers want

- | | |
|---|-------------------------------------|
| a. Effective communication | e. Teamwork skills |
| b. Computer and technical literacy | f. Diversity sensitivity |
| c. Problem solving/creativity | g. Planning and organizing |
| d. Interpersonal abilities | h. Leadership and management |

C) Personal qualities employers want

- a.** Adaptability & Flexibility
- b.** Professionalism and work ethic
- c.** Positive attitude and energy

D) General tips

- a.** Language: Avoid passive voice- Use **active** verbs to avoid wimpiness.
- b.** Adding a PS can highlight something rather than note something you left out.
- c.** You should communicate the most important thing you want your employer to know about you (e.g. : *I'm anxious to tell you how I increased the net profit of my employer by 15% in 2012.*)

Samples of Power Phrases

Given my THXII experience, I'm confident that we have a mutual interest in capturing the 12-25 market segment.

I have completed a number of successful projects during my time at the University of Lappoli:

- First as a manager of XXYt, a referral service
- As a team leader in the XIXI Integrated Circuits research symposium; and
- Finally as the coach of for the Chicago inner-city youth club.

While I was the chair of the Students Association for Grandiose Partying, I organized the fundraising campaign through alumni, local businesses, and charities resulting in a \$25,000 for our recruiting event!

After completing my double diploma in just 3 years, with internships in Microsoft, Google, and Amazon, I believe that my capacities for problem-solving, team work, and critical time management, make me an A-list candidate to join your workforce.

Action words

Accomplished	Facilitated	Played a key role
Achieved	Formulated	Produced
Actively participated	Headed up	Profitably
Administered	Investigated	Restructured
Co-developed	Led	Solved
Developed	Leveraged	Supervised
Dealt effectively	Managed	Resolved
Decreased costs	Marketed	Turned around
Increased turnover	Negotiated	Enabled
Delivered	Orchestrated	Upgraded
Established	Persuaded	
Exceeded target	Planned	

Samples of Action Closes

I would welcome an interview to discuss how my qualifications and background could help your company achieve its goal to break into the European market.

I realize you have a heavy schedule, so I'll check with your secretary next week to set a convenient time for us to meet. Flexibility is my middle name, and I'll be glad to meet at anytime which suits you. Thanks for your time and energy. I look forward to meeting you.

I'm excited about the opening and am anxious to meet with you personally to see how I might contribute to your admirable efforts to implement the new Xiimoo application to help make the world a better place.

Six words that can ruin a sentence:

Actually
Obviously
Basically
Literally
Like
Honestly

Task 3

Now with the combined information, write out your own cover letter! Good luck!