



# A letter of application

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- A **letter of application**, also known as a cover letter, is a document sent with your resume to provide additional information on your skills and experience.
- A **letter of application** typically provides detailed information on why you are qualified for the job you are applying for. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.



# First Paragraph

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The first paragraph of your letter should include information on why you are writing. Mention the job you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

*I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume and three references.*



# Middle Paragraph(s):

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# Last Paragraph


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- Say thank you to the hiring manager for considering you and note how you will follow up.

*Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.*

Sincerely,

John Donaldson



# Resume – краткое описание учебной и трудовой деятельности

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is a document used by persons to present their backgrounds and skills.

# Types of Resumes:

**Chronological Resume** starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

**Functional Resume** focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

**Combination Resume** lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

**Nontraditional Resume** is a web-based version of your resume that may include photos, graphics, images, graphs and other visuals.




# Resume writing tips

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1. Avoid Repeating Information.
2. Eliminate Old Experience.
3. Don't Include Irrelevant Information.
4. Cut Down on Job Duties.
5. Use a Telegraphic Writing Style.
6. Edit Unnecessary Words.
7. Customize Your Resume for Your Job Target.





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If you have had more than one job, you could explain why you left each position. This is often left for an interview. But you should never use explanations such as leaving for more money, better fringe benefits, advantages besides salary, e.g. better pension, health scheme, social facilities, car, or conditions. Whether it is justified or not, employers do not like to feel staff leave companies for these reasons.



Explanations for leaving a company could include the following:

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*In 19— I was offered a chance to join (name of company) where there was an opportunity for me to gain more experience in . . .*

*I was offered promotion (a chance to advance) by (name of company) in (date) and therefore left (company) as this meant I could (explanation) . . .*



# A curriculum vitae

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- commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a resume. It includes a summary of your educational and academic background, as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details.
- When writing a CV it's important to include all the right information so the hiring manager can see, at first glance, why you are a strong candidate for the job.



# CV writing tips

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- 1) Keep it all on one page**
- 2) Customize your objective**
- 3) Write a cover letter**
- 4) Be succinct [sək'sɪŋkt]=precise**
- 5) Follow a standard format**
- 6) Get somebody to read it**
- 7) Check your spelling and grammar**
- 8) Be honest**
- 9) Get it done and get it out there!**

# The Differences between a Resume and a CV

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- A curriculum vitae is a longer (up to two or more pages), more detailed synopsis of your background and skills.
- A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details.

# Examples of jokes on a CV

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- Under interests: “football, football and more football!”
- I have an excellent track record, although I am not a horse.
- My goal is to be a meteorologist. But since I possess no training in meteorology, I suppose I should try stock brokerage.
- Reason for leaving: “I thought the world was coming to an end.”
- “Personal interests: donating blood. Fourteen gallons so far.”
- I procrastinate, especially when the task is unpleasant.”
- “Marital status: often. Children: various.”
- “Marital status: single. Unmarried. Unengaged. Uninvolved. No commitments.”
- “Finished eighth in my class of ten.”



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Thank you for your listening