

Skillbox



**EnglishDom**  
ВДОХНОВЛЯЕМ ВЫУЧИТЬ

# RESUME AND CV

## English for IT

Онлайн-курс





# STRUCTURE

## RESUME

- Does it really matter? Роль резюме
- Resume includes... Что нужно указать в резюме
- Show yourself. Одного резюме не достаточно
- How not to fail. Техники для успешного составления резюме

## CV

- CV versus Resume. What is the difference? В чем же разница?
- CV structure. Что писать в CV?

## AND OTHERS

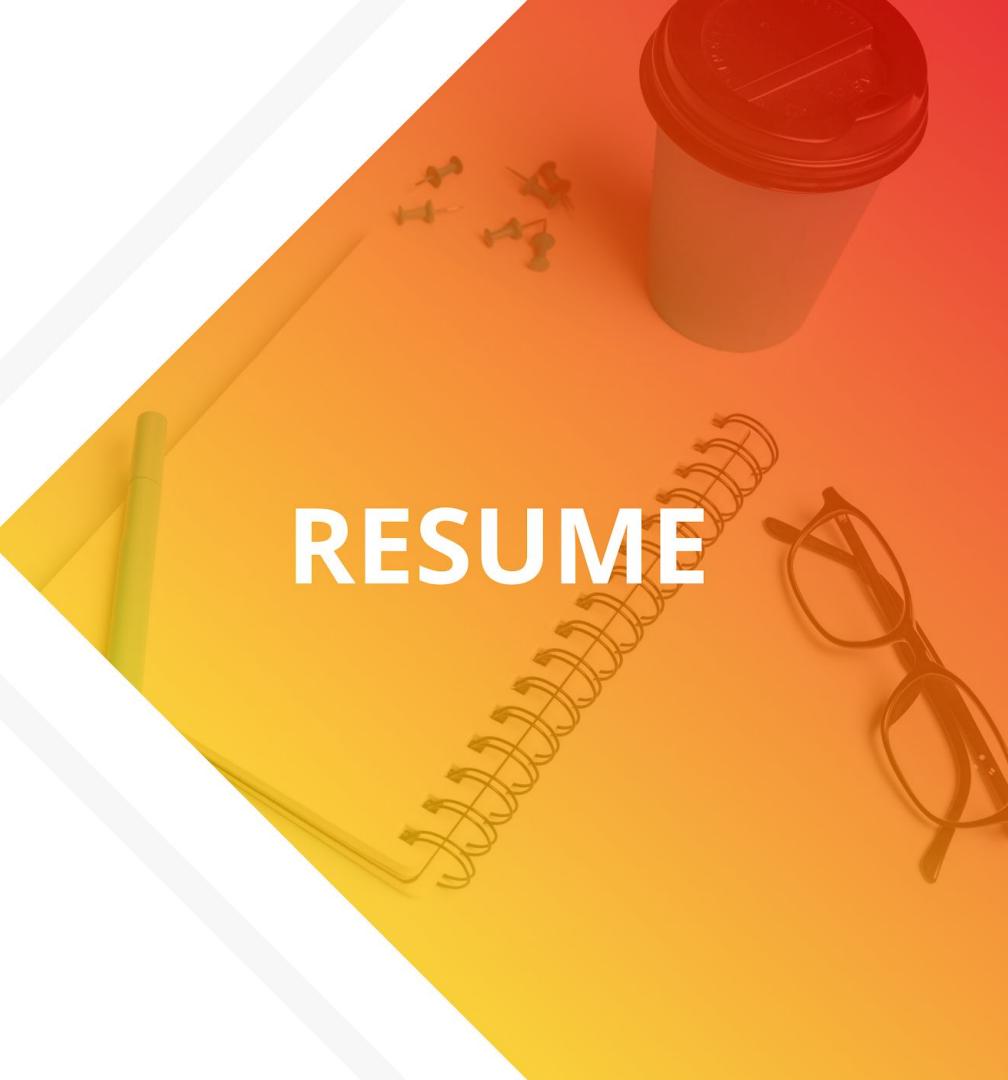
- Cover letter. Что это за письмо и кого оно сопровождает
- Thank you letter. Что это и зачем?

## LET'S SUM UP!

## USEFUL LINKS

## DOES IT REALLY MATTER?

- It's the first impression of you
- It tells the employer a great deal about you
- It tells you a great deal about yourself
- Its purpose is to get the interview



# RESUME

## RESUME INCLUDES...

- Identification
- Objective (Optional)
- Education
- Experience
- Skills (Optional)
- Volunteer Work (Optional)
- Hobbies and Interests (Optional)

- > Full-time test automation engineer, 2013 – 2014, Part-time waiter June, 2012 – July, 2012 — тестировщик на полную ставку с 2013 по 2014, официант на неполную ставку, июнь 2012 – июль 2012
- > Zend Framework Certificate, October 2010, Bachelor degree in Information Technology, June 2008 — сертификат Zend Framework, октябрь 2010, степень бакалавра по IT, июнь 2008
- > Strong management skills and good knowledge of Information Security — хорошие управленические навыки и уверенное знание информационной безопасности

# HOW NOT TO FAIL

## Common

- Spelling mistakes and grammatical errors
- Careless formatting and fonts
- Too short
- Too long
- Lies and half-truths
- Sketchy job dates
- Old contact information



# EXAMPLE

## CONTACTS

Bill Gates

1835 73rd Ave NE, Medina, Washington, United States

(206) 709-3100

[info@gatesfoundation.org](mailto:info@gatesfoundation.org)



## PROFESSIONAL PROFILE

Expert in operating system with 30+ years of experience in software engineering

Created Windows

## SKILLS

Networking: Wireshark/TCPView packet analysis, DNS servers, mail server

Operating systems: Windows XP, Vista, 7, 8; Windows Server 2003, 2008, 2012;  
Linux including CentOS, Ubuntu, Arch, Debian, BackTrack

## EXPERIENCE

**Microsoft, Redmond, WA**

CEO, January 1976 – 1995: Created Windows, Microsoft Office, Internet Explorer

**Honeywell, Boston, Massachusetts**

Software engineer, May 1975 – January 1976: Wrote basic software program for PC

## EDUCATION

**Harvard University**

1973 –1975 (finished in July 2007)

Associate Degree in Law

## OTHER SKILLS

Expert in management and finances

Fluent in English and Spanish

A photograph showing a person's hands writing in a notebook with a pen. A large, semi-transparent green arrow points from left to right across the image, covering the left side where the hands are writing.

CV

CV VS RESUME.  
WHAT IS THE DIFFERENCE?

## CV

- Emphasizes academic accomplishments
- Used when applying for positions in academia, fellowships, and grants
- Length depends upon experience
- Contains details of your educational background and work experience, honors, awards, scholarships, grants, theses, published works, and skills
- Written in chronological order

## RESUME

- Emphasizes your relevant skills and experience
- Used when applying for positions in industry, non-profit, and public sector
- Is no longer than 2 pages
- Contains biography, contact details, educational background, relevant skills, and job experience
- Usually written in reverse chronological order



## CV STRUCTURE

- Contact information
- Education + Honors and awards + Thesis/Dissertation + Publications and presentations
- Research experience
- Work experience +List the employer, position, and dates of employment
- Lies and half-truths
- Teaching experience
- Skills
- Professional memberships + Extracurricular activities

## CONSISTS OF

- Greeting
- Openning
- Hook
- Skills
- Close

# COVER LETTER

## EXAMPLE

Dear Hiring Manager,

I am writing to apply for the product manager position at Central Bay Software. I have more than 8 years of experience working as a product manager for technology companies similar to yours where I have accumulated an extensive skill set. My professional expertise aligns perfectly with the goals of this position in your respected company.

My duties at CityTech include balancing an ever-changing product line while seeking to coordinate and connect the appropriate teams in order for product development to run as smoothly as possible. Central Bay Software would benefit from my skills in the following areas:

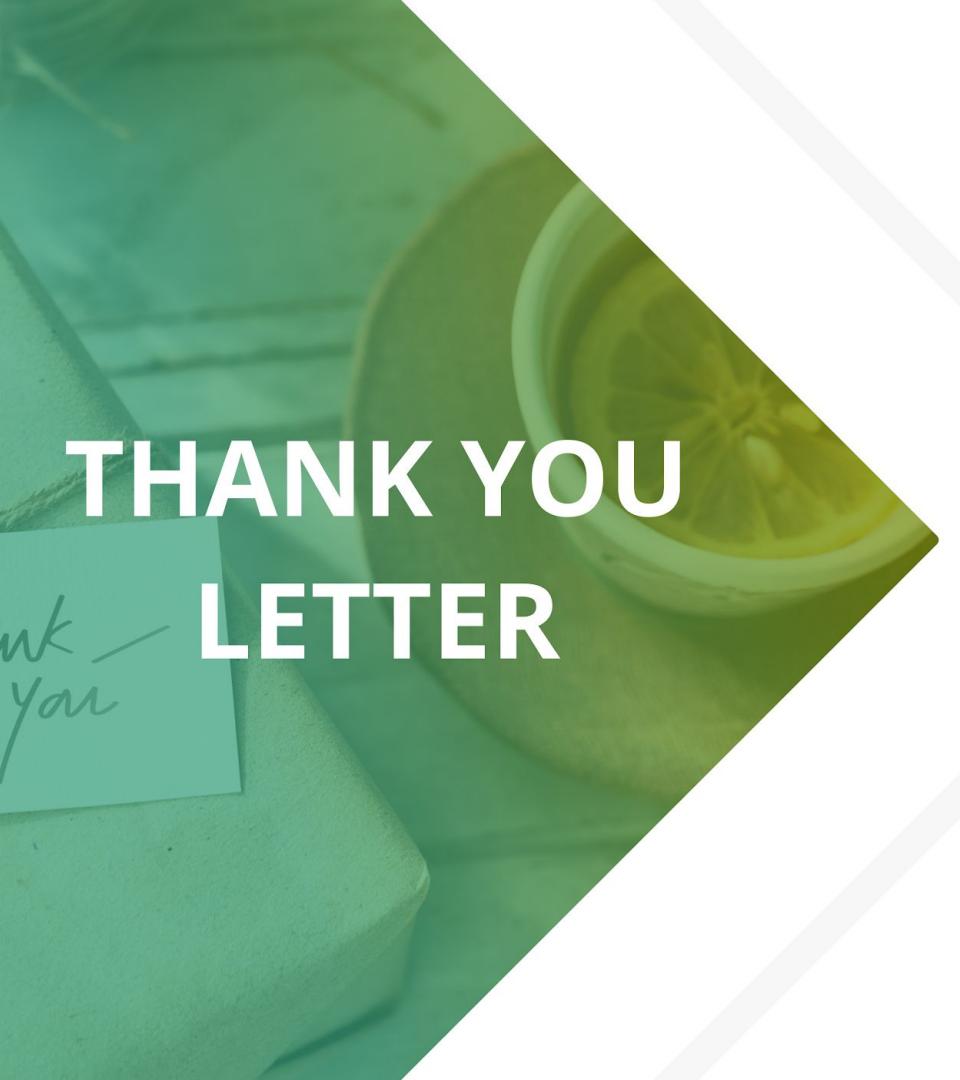
- Driving the determined solution cross the necessary development teams with good communication and leadership
- Understanding market requirements for current and future products
- Analyzing potential partner relationships for the product

I would be keen to learn more about your needs—I understand Central Bay is expanding its operations to increase production for its new product ranges, since it exceeded its sales targets last year by a substantial amount.

Given the chance, I would be a valuable asset for the next line of products being launched over the coming year. It would be a privilege to discuss your product manager position in more detail. I would be happy to come by whenever it is most convenient for you. Thank you for your time, and I am looking forward to hearing from you.

Sincerely,

Your Name



# THANK YOU LETTER

## DO

- Send your email right away, within 24 hours of the interview
- Include all your interviewers or send separate emails to each person who spoke with you. Include the name of the position in the subject line, and the words "thank you"
- Remind the interviewer of your qualifications

## DON'T

- Stalk your interviewers
- Send anything that makes you look bad
- Be too casual
- Send misspelled, grammatically incorrect emails

## EXAMPLE

Hello <Interviewer's Name>,

I wanted to take a second to thank you for your time <yesterday/Friday/etc>. I enjoyed our conversation about <specific topic you discussed> and enjoyed learning about the <Job Title> position overall.

It sounds like an exciting opportunity, and an opportunity I could succeed and excel in! I'm looking forward to hearing any updates you can share, and don't hesitate to contact me if you have any questions or concern in the meantime.

Thanks again for the great conversation <yesterday/Friday/etc>.

Best Regards,  
<Your Name>

- Resume
- CV
- Cover letter
- Thank you letter

A photograph of a young woman with dark hair, wearing a light-colored sweater, sitting at a round table. She is looking down at a laptop computer. On the table next to her is a small smartphone and a pair of sunglasses. The background shows a window with a view of a building across the street.

# LET'S SUM UP!



# USEFUL LINKS

## ОБРАЗЦЫ РЕЗЮМЕ НА АНГЛИЙСКОМ ЯЗЫКЕ

- [The balance careers](#)
- [Monster](#)
- [How to write a resume](#)

## СТАТЬИ

- [Резюме на английском для IT-специалистов:  
секреты и ошибки](#)
- [Как составить резюме тестировщика на  
английском?](#)

# ДЛЯ СТУДЕНТОВ SKILLBOX В ПОДАРОК ОТ ENGLISHDOM

1 месяц Premium подписки ED Words  
по промокоду **englishdomskillbox**



Тематические  
наборы слов



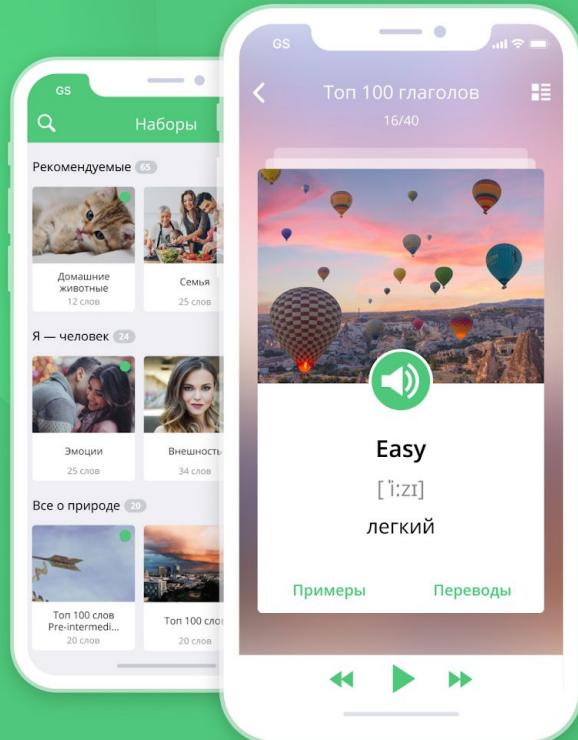
Интерактивные  
Smart-тренировки



Статистика  
обучения



Соревнования  
с друзьями



A photograph of a young woman with long blonde hair, smiling and holding a silver laptop. The laptop screen displays the EnglishDom logo, which consists of a green house icon with the letters 'ED' inside. The background is a gradient from light green on the left to white on the right.

+2 урока английского бонусом

при покупке любого пакета занятий  
с преподавателем в EnglishDom  
по промокоду **skillbox**



занятия проходят на цифровой  
платформе **ED Class** по видеосвязи



преподаватель русскоязычный  
или носитель языка



подбираем индивидуальную  
программу согласно ваших целей

**НАЧАТЬ БЕСПЛАТНО**

 Skillbox

**EnglishDom**  
ВДОХНОВЛЯЕМ ВЫУЧИТЬ

# YOU DID IT!

