

WRITING A C.V. OR RESUME

Name : Peter Parker
Address : 10 Brock Lane, Slough Six
Telephone : 0114 764821
Mobile : 044 926321
Email : peterparker03@gmail.com
Nationality : Indian
Date of birth : 10 April, 1990

Comments:

Some people omit these labels.

ATUL KUMAR (LINKEDIN).
NOTES GALLERY (TELEGRAM).

Profile : A highly motivated, well travelled and creative graduate with practical accounts experience.

Some people omit this profile section.

Education :
2006 - 2009 Oak University; B.com (8.7)
1999 - 2006 Denver School, 3A levels
: Art (A); Accounts management (A);
mathematics (A)

Begin with your most recent qualification.

Employment : PMS Corporate Ltd.
2010 - present Denver House, Slough.

Begin with most recent employment.

Skills : Computer literate : Excel
Clean driving licence.

Interests : Travel, Drawing, Reading

This should be included in C.V.

Reference : available on request.

LETTER WRITING

APPLYING FOR JOB

Write address, name and position of person you are writing to here.

MS DAVE ROSE
MANAGING DIRECTOR
ABC Product Ltd.
43 South Road.

10 Brack lane
Slough

7 June 2020

← Write your address

← Add the date.

⊗ Never write your name
at the top of letter.

ATUL KUMAR (LINKEDIN).
NOTES-GALLERY (TELEGRAM).

Starting → Dear MS ROSE ① Paragraph - Why & where you heard it.

I am writing to apply for the post of accounts officer advertised in the daily mail of 25 July.

Please find enclosed a copy of my C.V.

← In your application word should be post neither vacancy nor job.

Sections → Since graduating from Oak university,

I have been working as assistant accountant for PMS corporate Ltd. I have become particularly interested in handling costing, budgeting and compilation of AC. I would welcome chance to work as part of a small dynamic team.

← Why are you applying for job.

← Briefly describe relevant qualifications.

Where I could make a significant contribution while developing my skills yet further, I am available for interview, next week & look forward to hearing from you.

← Explain why you think you are good at it.

← Say how can be perfectly fit for this job & ask about timing of interview.

ending → your sincerely,
Ben Brown
Enc. CV.

RESUME : AMERICAN STYLE

PETER PARKER email : Parkerpeter@gmail.com

Pala Alto, CA 940 telephone : 650-421-721

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Comments :

← You may include
DOB, marital status,
children etc.

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Objective : To obtain a position as chinese
- **English translator** with a firm
in ray Area.

Education : Master of Arts in Translation,
2000 - 2002 : Stanford University.
1994 - 1998 : Bachelor of Arts.
Major : chinese ; **Minor** : French
Hedgetown University.

← Begin your
most recent
qualification and
work backwards.

Experience : Freelance technical translator
2002 - Present : Chinese - English, mostly for
hi-tech industries in Texas.
2000 - 2002 : Teaching Assistance
(chinese), Denver college.
1997 - 2000 : English Teacher, china.

← **Begin your most
recent employment
& work backwards.**

ATUL KUMAR (LINKEDIN).
NOTES GALLERY (TELEGRAM).

Languages : Fluent chinese, French.

Personal : My **interests** include sailing,
piano, cooking.

Reference : Dr M Rose, chair, Dept. of
Modern languages, china

← One/more
reference can be
include on C.V.