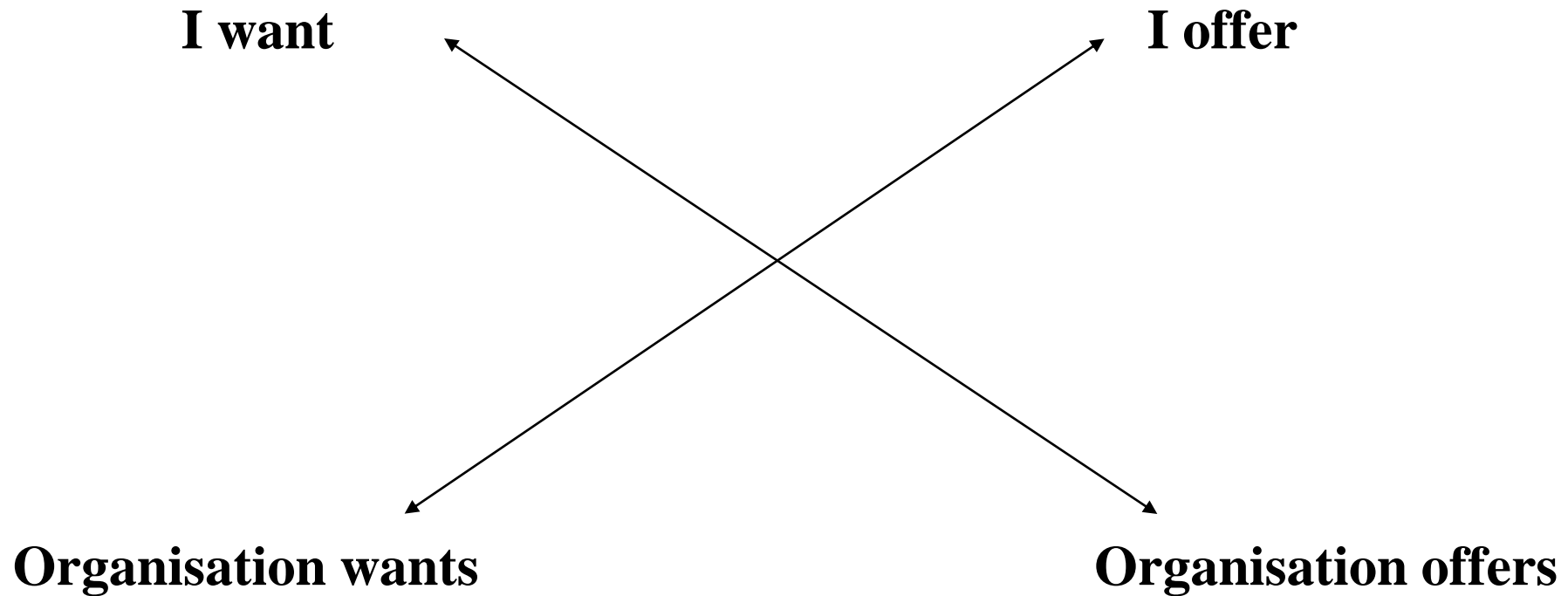


ENGLISH CV AND LETTER WRITING

INTERNATIONAL EMPLOYABILITY

ALIGNMENT MODEL



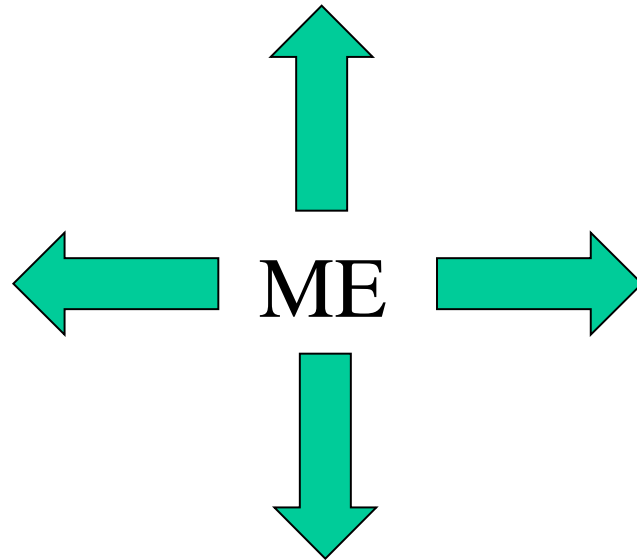
Presenting yourself:

My background

My current situation

My future plans

Your Personal Qualities



Your Skills

Experience

Eg. Marketing Intern

of presentations

Skills

Event coordinating,
report writing
preparation

Your Achievements

Problem or issue you faced :

What you did :

How you did it :

What the outcome was :

This may be in terms of money, time,
organisation, making improvements, teamwork,
innovation, helping others, perseverance.....

Your CV

General points to remember:

Eye-catching
Well laid out
Factual and believable
Original and interesting
Matches the market
Concise
Sells the benefit
Strong
Easy to read
Relevant
Personal and Individual

ALSO PLEASE NOTE THAT THERE IS NO NEED TO PUT CV AS A
HEADING ON YOUR CV!!!

Your CV

The cv may be:

- 1) Functional (skills based)
- 2) Chronological (traditional model)
- 3) European standard CV

FUNCTIONAL CV

Name

Nationality

D.O.B.

Address

Tel.

E-mail

(PROFILE / OBJECTIVE)

XX

XX

KEY COMPETENCIES (Be sure to include languages and IT skills in this section)

XXXXXXX

XXXXXX

XXXXXX

PROFESSIONAL EXPERIENCE

Dates:	Name of company, city, country
	Job title
	Responsibilities/actions

EDUCATION AND QUALIFICATIONS

Dates :	Name of institute
	Degree/ certificate
	Key subjects:...../ Specialised in :
	Projects:

PERSONAL INTERESTS AND ADDITIONAL INFORMATION

Sport, music, etc

CHRONOLOGICAL CV (Traditional style)

Name
Nationality
D.O.B.
Address
Tel.
E-mail

EDUCATION AND QUALIFICATIONS

Dates : Name of institute
 Degree/ certificate
Key subjects:...../ Specialised in :
Projects:

WORK EXPERIENCE

Dates: Name of company, city, country
 Job title
 Responsibilities/actions

LANGUAGES AND IT SKILLS

XXX
XXX

PERSONAL INTERESTS AND ADDITIONAL INFORMATION

Sport, music, etc

EUROPEAN STANDARD CV

This is not widely in practice at present. To see the format go to :

www.cedefop.eu.int

THE COVERING LETTER

The three magical paragraphs

Most covering letters should contain just three magical paragraphs:

- “ You Need
- “ I Offer
- “ Let’s Meet

Whatever the purpose you need to get across your main strengths. Match these to the needs of the reader so that they can see what you can do for them.

(You need—I offer)

The letter should not be too long (no more than a page) and remember:

If you don’t have a name:

Dear Madam/ Sir,

Yours faithfully,

If you do have a name:

Dear Mr/ Ms/Mrs XXX,

Yours sincerely,

Your Address

Tel No

E-mail

Personal Name of Recipient

& Title

Recipient's Address

Date

Re. Object or Reference Number if appropriate

Dear *Name*,

Para 1: State the job details, where you saw the advert or state your awareness of their company and possible needs.

Para 2: Match your strengths, experience with their needs.

Para 3: Polite finish. Leave the initiative with them, but suggesting that you would like an interview/meeting.

Yours sincerely,

[Leave sufficient space for your signature]

Print Your Name

Enc.: Curriculum Vitae

EXAMPLES OF OPENING AND CLOSING LINES FOR COVERING LETTERS

Opening lines:

In response to an ad:

Further to the advertisement for a marketing intern, placed in Le Figaro on the 12/ 12/2003, please find herewith my curriculum vitae for your consideration. As a master's student in international business specialised in marketing and communication, I feel that my profile is ideal for this role. Your company is of particular interest to me because of its dynamic and unique approach to marketing. I was very impressed by your website and in Particular your client portfolio.

In a speculative letter:

As a world leader in its field, Danone is exactly the company I hope to work for upon graduation, and I am therefore extremely interested in gaining my work experience within your marketing department. I am currently studying European Management at Euromed Marseille School of Management and have chosen marketing as my specialisation. With native French and advanced level English as well as over one year's experience in market research within the Junior Enterprise at my business school, I feel confident that I would prove to be a useful addition to your company.

Closing lines:

I am available from the end of May 2004 for 6 months to one year and I would very much appreciate the opportunity to work for you during this period. Please do not hesitate to contact me for any further information.

Thank you for your time and consideration and I look forward to hearing from you soon.

Or:

I would very much like the opportunity to discuss this further in order to convince you of my motivation and am available at your earliest convenience. I am available from

Thank you for your time and consideration and please do not hesitate to request any additional information or references.

Things to remember when writing a covering letter:

- Be yourself but try to be original
- Stick to what is relevant
- Make sure the reader can quickly and clearly see who you are, what you are seeking and why you are qualified.
- Always include the dates you are available from and to.
- Highlight any distinctive points that you have eg. Fluency in foreign languages, experience you have already gained, particular technical skills etc.

Things to remember when e-mailing:

- If a covering letter is requested, write it in a separate word document as a proper letter, the e-mail should remain equally professional :

Eg,

Dear Mr/Ms/Mrs,

Please find attached a copy of my curriculum vitae and a covering letter outlining my motivation to work for your Company.

- Be sure to put the subject in the object box in the mail (eg. Speculative application for internship) and include any reference numbers or titles if you are responding to an advertisement and of course indicate the source (this should Of course also be in the covering letter – the reason you must include it in the mail is in case the reader needs to forward It to someone else and they may not have time to open the attached documents and so it could be ignored or sent to the wrong department.

AND FINALLY :

YOUR QUESTIONS.....