**CV and cover letter writing**

**At the end of this lesson, participants will be able to,**

* **comprehend the purpose of a CV**
* **identify the updated structure of a CV including the basic elements**
* **compile effective CVs for professional purposes**
* **compose a cover letter and identify the structure of a cover letter**
* **comprehend the purpose of a cover letter**

**Exercise 1**

List down your career ambitions.

Discuss with your partner the reason for your choices.

|  |  |
| --- | --- |
| **I like to be** | **I don’t like to be** |
|  |  |

**What is a CV?**

* A CV is a detailed document which highlights one’s academic and professional profile. The term CV is the shorter term for the Latin Phrase “Curriculum Vitae” (*course of life*).
* A resume is also a shorter-form document that provides a concise overview of one’s profile. The terms resume derives from the French word résumé (*summary)*.
* In USA and most of the European countries resumes and CVs are not interchangeable. However, in India, South Africa and Australia these two terms are interchangeable.
* In short, a CV is a formal document of 1-2 pages which contains a detailed synopsis of a person’s education, qualifications, experience and accomplishments typically sent with a job application.

**Exercise 2**

Watch the video clip and answer the following questions.

<https://youtu.be/pueqxhvut5I>

What should not be included in a CV?

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What should be included in a CV?

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**Components of a CV*:* Activity 1**

**Match column A with column B.**

**A**  **B**

1. Information about you (e.g.: name, address, date of birth, email address, phone number)
2. Jobs you did before
3. Things you enjoy and like to do
4. People who are willing to testify about your character and why you are good for a job
5. Things you can do or your abilities
6. Activities you have done, not falling within the scope of regular curriculum
7. The names of the examinations you have passed
8. Vocational qualifications which show that you have knowledge in a particular field

1. Educational qualifications
2. Skills
3. Professional qualifications
4. Personal details
5. Interests
6. Extra-curricular activities
7. Work experience
8. Referees

**Sample CV format for Academic Sector**

Sample CV format for academic sector

**H. STEPHANI FERNANDO**

**073\*\*\*\*\*\*\***

**steph94@gmail.com**

**PERSONAL Profile:**

A graduate in English with excellent English language abilities with a strong passion for teaching, seeking a career in a recognized university/institute to meet with acquired competencies, capabilities and education.

**EDUCATIONAL QUALIFICATIONS:**

* B.A. (Hons) Degree in English - University of Kelaniya (March 2017)
* G. C. E. Advanced Level, 2011

Information Technology- A, French- B, English- B

**WORK EXPERIENCE:**

* Currently working as a Visiting Lecturer for the Diploma in Business English at the

Department of English, ICBT Kandy (Since April 2015)

* Worked as an Assistant Lecturer for the General Degree in English for Humanities & Social Sciences at English Language Teaching Unit, University of Kelaniya (April 2013- February -2015)
* Worked as a Creative Writer – English (Part time)

Grace Advertising (PVT) Ltd, Colombo 7 (April 2013 – February 2014)

* + Suggesting creative concepts with the team for clients to promote their products
  + Writing creative captions and scripts for print & electronic media
  + Proof reading

**SPECIAL ACHIEVEMENTS:**

* Obtained 2nd place in the Best Speaker competition conducted by the Gavel Club in collaboration with the Career Guidance Unit of University of Kelaniya (2015)
* Obtained 1st place in the All Island Speech and Drama Competition conducted by the Ministry of Education (2010)
* Won awards at the All Island Essay Competition organized by the Legal Aid Commission (2007/2008)
* Obtained 1st place at the Prose Competition (Senior Section) at the National Literary Art Festival organized by the Department of Cultural Affairs (2006/2007/2008)
* Won awards at the Commonwealth Essay Competition organized by the Royal Commonwealth Society U.K (2002/2003/2004/2006)



**PROFFESSIONAL QUALIFICATIONS:**

* Certificate course in Computer Literacy conducted by Information and Communication Centre, University of Kelaniya (2014)
* Achieved DELF A2 & DELF B1 Diploma in French – Alliance Française De Kotte (2009/2013)
* Completed the Diploma in Human Resources Development with a first class – Indian Institute of Management & Technology (May 2010)

**Extra-Curricular / Associations:**

* Volunteered at the 13th Annual Research Symposium, University of Kelaniya (November 2012)
* President of the English Students’ Association – University of Kelaniya (2011/2012)
* Secretary of the Translation Circle – University of Kelaniya (2010/2011)
* Batch Representative of the French Club – University of Kelaniya (2010/2011)
* Treasurer of the Rotaract Club - University of Kelaniya (2010/2011)

**SKILLS:**

* Computer skills : Trilingual – Sinhala, English and French
* Computer skills : Ms. Word, Ms. Power Point and Ms. Excel
* Other skills : Communication skills, self-confidence, good attitudes, leadership skills

**INTERESTS:**

* Travelling, reading books and community work

**KILLS: SKILLS:**

**NON-RELATED REFREES:**

* Dr. Ashani de Silva, Mr. Rohan Perera

Senior Lecturer, Advertising Manager

Department of English, Grace Advertising (PVT) Ltd

University of Kelaniya Colombo 07

0112###### 077 \*\*\*\*\*\*\*

ashanidesilva.yahoo.com rperera@gmail.com

I hereby attest that the above information is true and accurate according to the best of my knowledge.

Signature: Date:

Sample CV format for cooperate sector

**Shammith Dilshan Jayasekara**



**PROFILE**

**Goal centric graduate with a go-getter attitude, specialised in the field of Information technology, seeking a dynamic and challenging work environment which will provide an excellent opportunity for career progression.**

**CONTACT DETAILS**

**PROFESSIONAL EXPERIENCE**

**ADDRESS: 88 A, Penideniya road, Kadugannawa**

**MOBILE: 071-\*\*\*\*\*\*\*  
 076-\*\*\*\*\*\*\***

**E-MAIL : shamydil@gmail.com**

**QS Trainee at [Millennium IT Software (Pvt) Ltd – (6 months)](https://maps.me/catalog/business/office-company/millennium-it-software-pvt-ltd-4611686021380322046/)**

**HIGHER EDUCATIONAL QUALIFICATIONS**

* [**Bachelor of Information and Communication Technology**](http://fct.kln.ac.lk/FCT/?page_id=780) **– university of Kelaniya -First Class Honors - (2019)**

**PERSONAL INFORMATION**

**DATE OF BIRTH: 01/10/1994**

**GENDER: MALE**

**CIVIL STATUS: SINGLE**

**EDUCATIONAL QUALIFICATIONS**

**G.C.E. (Advanced Level) 2014 (English Medium)– Kingswood college**

**Chemistry B**

**Physics A**

**Information Technology A**

**General English A**

**G.C.E. (Ordinary Level) 2010 (English Medium) – St Sylvester’s college**

**07 Distinction (A) passes & 02 Very Good (B) passes**

**LANGUAGES COMPETENCIES**

**English**

**Sinhala**

**SKILLS & COMPETANCE**

**SCHOOLS ATTENDED**

* **Skills & knowledge in JavaScript, Php, CSS & HTML.**
* **Skills & knowledge in visual programming, MySQL & SQL server.**
* **Knowledge in structured system analysis and design.**
* **Basic skills in java.**
* **Video editing skills in Adobe premiere pro and Adobe After effects.**
* **Basic skills in Adobe illustrator.**

**Kingswood College- Kandy**

**St Sylvester’s College - Kandy**

**PROJECTS COMPLETED AT UNIVERSITY**

* **Designed a website named “Pathfinders”.**
* **Developed a software for a company using visual studio .**

**RESEARCH INTERESTS**

* **Data warehousing & big data**

**UNIVERSITY LEVEL ACHIEVEMENTS**

* **Runners up in the inter university scrabble competition “The spell 2018” organized by University of Kelaniya.**
* **Presented a poster under theme of “Logic Behind Your Smart Device” in the intra faculty poster competition 2018 conducted by Faculty of Computing and technology.**

**NON- RELATED REFEREES**

**Dr T.G. Harasgama**

Senior Lecturer

Faculty of computing and Technology

University of Kelaniya

Mob:077-\*\*\*\*\*\*\*\*\*

Email : Harasagama@kln.ac.lk

**EXTRA CURRICULAR ACTIVITIES**

**Mrs R.K Rathnayaka**

IT Director

ISM APAC Pvt Ltd.

Orion City, Dematagoda

Mob: 071-473\*\*\*\*\*\*

Email: rkr@outlook.com

* **Director of Information technology in Leo club of University of Kelaniya in Leo District 306A1. (2012/2013)**
* **Member of Scrabble club, University of Kelaniya**
* **Member of the School Science Union (2011-2014)**
* **Vice president of School Media Unit – Kingswood college Kandy**

**I hereby attest, that the above information is true and accurate as per the best of my knowledge.**

**…………………**

**Date**

-------------------------

**……………………**

**S.D Jayasekara**

**Cover letters**

**What is a cover letter?**

* A cover letter is an accompanying letter that serves as the introduction to your resume. No resume should be sent without one. The cover letter is individualized for each position for which you are applying. It is an extension of your resume and reflects your knowledge of the employer’s needs. (source:http://www.uweccareerservices.org/resume\_guide/documents/Cover%20Letters.pdf)

**Activity 2**

* 1. **Fill in the blanks of the following letter using the appropriate words from the box.**

advertised candidate contribute apply enclosed opportunity

No: 56,

Temple Road,

Kadugannawa.

04th June 2019

HR Manager,

Bank of Ceylon,

Peradeniya Road,

Kandy.

Dear Sir/ Madam,

Application for the post of Management Trainee

I wish to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the management trainee position at your reputed bank, currently being \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on The Sunday Times dated 30th May 2019.

I have recently completed my 4 year Bachelor’s degree in Commerce and Management at the University of Kelaniya and attained a 2nd Class Honors Upper division. I believe the knowledge I have acquired through my course work and the skills I gained make me an ideal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for this position.

Aside from my degree, I have held an internship position at HNB bank, Kegalle branch that have provided me with valuable hands-on experience to build a foundation to my career in finance sector. This opportunity gave me the chance to gain excellent numerical & analytical skills that are required to work in this industry. I am confident that my passion and enthusiasm for the Finance field will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to your organization.

I was also able to sharpen my communication skills which are important when building professional networks both with colleagues and clients. I therefore, welcome the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to work with you in order to build my skills as well as to ensure continuity of your exceptional service to your clients.

I look forward to hearing from you. Please find \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my CV for your consideration.

Thank you,

Yours Sincerely,

Jagath Fernando

* 1. **Read the above letter and answer the questions given below.**

1. What type of a letter is this?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How will the company benefit from the skills of the candidate?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the function of each paragraph?

Paragraph 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraph 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraph 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraph 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraph 5:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity 2**

Pick one of the job advertisements given below and prepare a CV and a Cover letter.

### **Software Developers**

Exciting opportunities await the right candidates to use their skills and knowledge to be involved in developing products and services for our client - a leading professional body for securities, investment and financial planning.  IT is integral to our client’s business who has an engaging and creative work environment.  Attractive remuneration and excellent benefits on offer for App developers who can -

·         Develop and provide 2nd and 3rd line support for a wide range of present Apps and mobile App

·         Liaise with relevant departments to resolve bug fixes

·         Follow industry standards for supporting software applications, including strict version control, code peer group reviews,

          Documentation of code, standard naming conventions on all database tables/fields, etc.

·         Follow standard Microsoft controls and conventions.

·         Assist in IT related projects

Competencies required:

·         MS SQL, HTML and C#, Xamarin (desirable) and at least 1-3+ years Applications development/support experience

·         Enthusiasm and passion for supporting software applications with experience of version control, good coding standards

·         Excellent communication skills and the ability to work with overseas staff

·         Excellent English verbal and written skills

·         The ability to assimilate knowledge quickly and efficiently

·         A degree, ideally IT related e.g. Computer Science

·         Flexible and enthusiastic approach

·         Experience working for a global organisation would be useful but is not essential

**Apply online with your CV,if you are interested.**



