

SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS

COURSE NAME; **COMMUNICATION SKILLS**

COURSE CODE; **CS 102**

INSTRUCTOR; **DR MDOE**

PROGRAMME; **BACHELOR OF INFORMATION SYSTEMS MANAGEMENT**

GROUP NUMBER; **03**

DATE OF SUBMISSION;

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**QN: How do content of a cv relate to that of an application letter? Provide relevant examples.**

The content of CV (curriculum vitae) and application relate but both serve a different purpose, CV is comprehensive document that provides the overview of the applicant education, experience and achievements, where by an application letter is a letter written serving a main purpose which applying for a job In the company. The following is proof on how the content of CV relate to that of an application letter .

Personal information, in this content shows personal information of the person on the CV, where by in the application letter the introduction and address shows the personal information of the person example of personal information are name of the person, contact of the person, address, phone number and email.

Education, content on the CV shows the educational background of the person, where by in the application letter the main body also shows the current educational status of the person this shows that the content of CV and application letter relate.

Work experience, this content on the CV shows listing of previous employment or jobs where by also on application letter in the main body it shows the employment history of the person this shows how the content of CV relate to that of application letter.

Skills, this content on the CV shows the other important skills the person has and can offer to the company, also in application letter on the conclusion you can write other skills that you have that you can offer to the business, but this is optional to write in the application letter but it’s a must in a CV.

Achievements, this content in CV shows all the achievements of the person where by in application letter on the conclusion you can write your past achievements that will help you in your job application, Example of achievements are awards or trophies acquired in the past.

Conclusion, while a CV provides a comprehensive overview of the person’s, qualifications, work experience and achievements where by application letter focusses on general view of the person or acts as a summary of the CV in few words , by highlighting relevant skills , experience and education . Though the content relate but the purpose of CV and that of application letter are different.

In conclusion, the comparison between the content in the CV and that of the application letter reveals significant overlaps and complementary aspects. Both documents serve distinct yet interconnected purposes in presenting an individual's qualifications, experiences, and suitability for a particular job opportunity.

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The CV, with its comprehensive format, provides a detailed chronological overview of the candidate's education, work history, skills, and achievements. It acts as a comprehensive snapshot of the candidate's professional journey, offering recruiters a comprehensive understanding of their background and expertise. Through concise bullet points and organized sections, the CV effectively highlights key competencies and accomplishments relevant to the desired role.

On the other hand, the application letter serves as a personalized introduction and persuasive argument for why the candidate is uniquely qualified and enthusiastic about the position. It allows candidates to articulate their motivation, passion, and alignment with the company's values and objectives. By weaving together anecdotes, examples, and specific references to the job description, the application letter demonstrates the candidate's understanding of the role and their ability to contribute positively to the organization.

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Reference

Will coghill Behtrends , Rebecca Antony (2011), CV handbook : a curriculum vitae owners

manual .

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