



# DRAFTING CV AND JOB APPLICATION



# Topics to be Discussed

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Definition

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Resume Vs CV

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How to draft a CV?

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Types of CV's

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Components of a CV

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Job Application/Cover Letter Introduction

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Qualities of a well-written Cover letter

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Components of a Cover letter

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Sample Cover letter

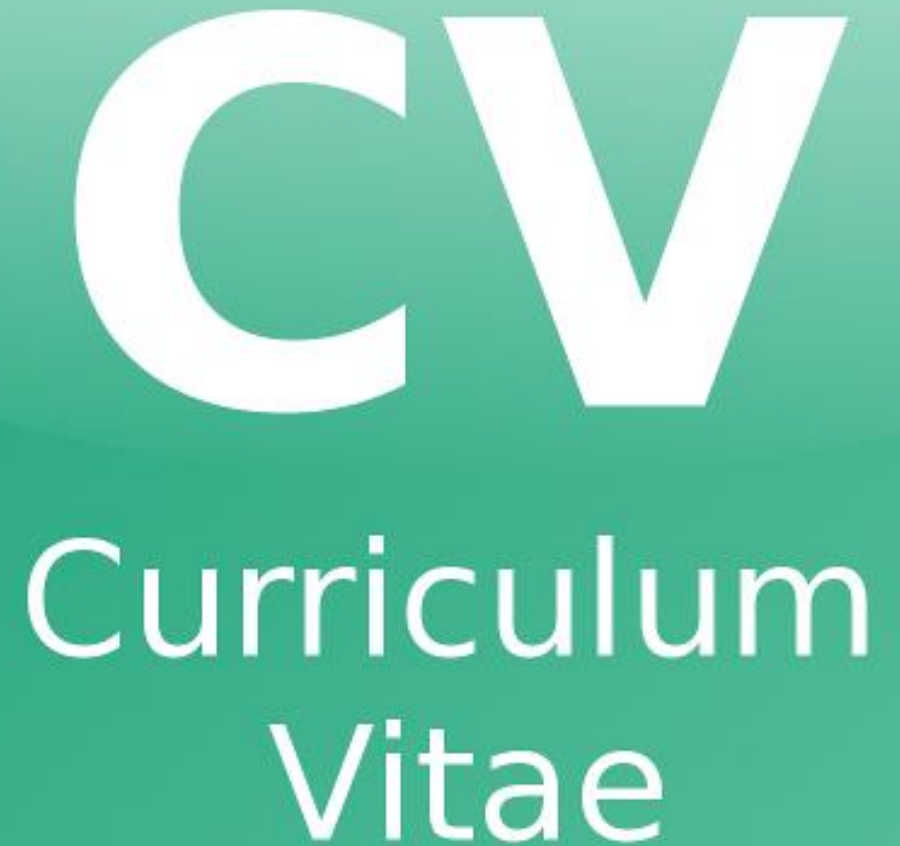


# Definition

A curriculum vitae is Latin for "course of life", often shortened as CV or vita, is a written overview of someone's life's work (academic formation, publications, qualifications, etc.)

Vitae often aim to be a complete record of someone's career and can be extensive.

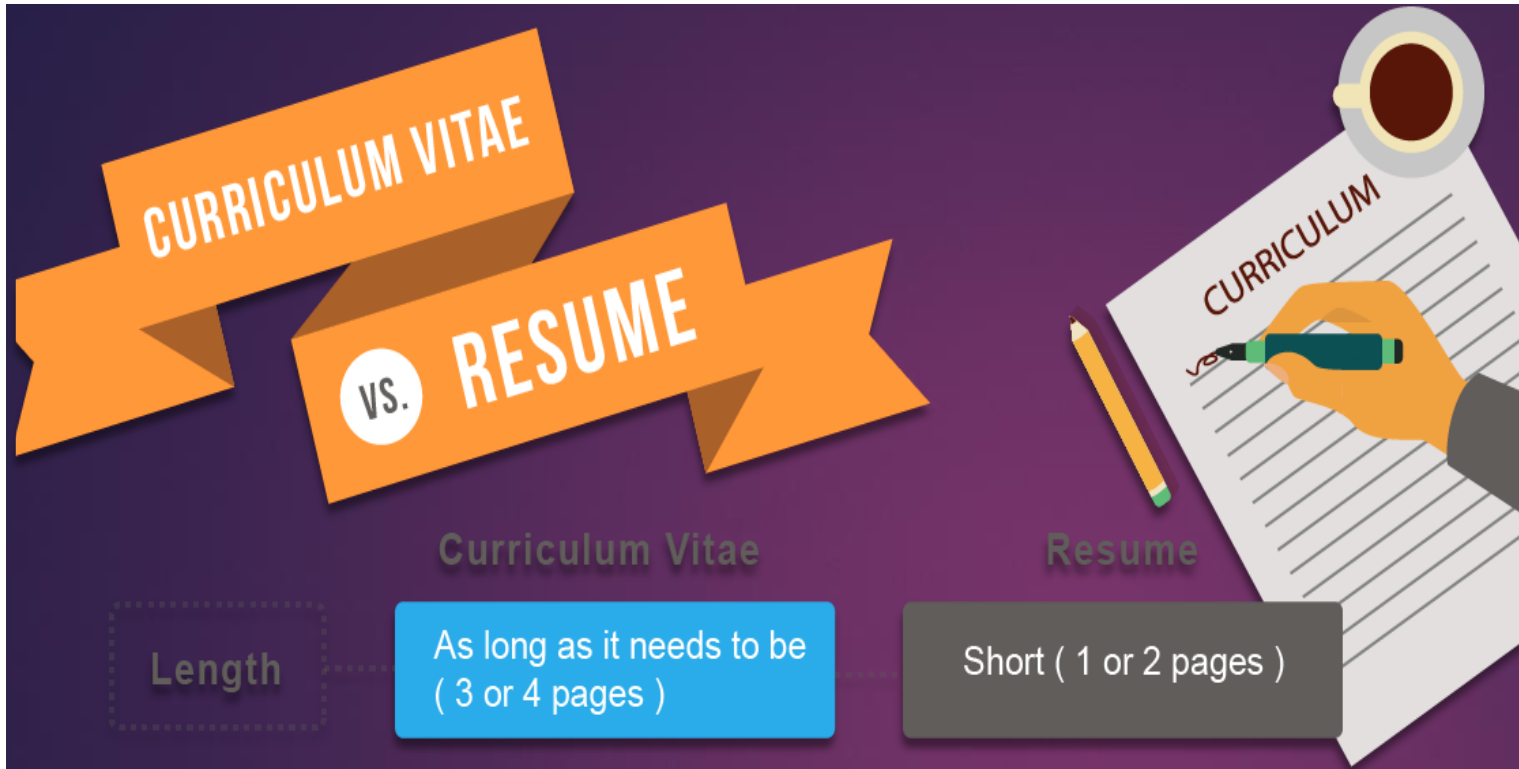
They are different from a résumé, which is typically a brief 1–2 pages summary of qualifications and work experience for the purposes of employment, and often only presents recent highlights.



# CV

## Curriculum Vitae





### Curriculum Vitae

#### Length

As long as it needs to be  
( 3 or 4 pages )

#### Content

Area - specific listing of  
education and academic  
background

#### Purpose

Detail background and  
qualifications

### Resume

Short ( 1 or 2 pages )

All - inclusive summary of  
skills, experiences and  
education

Gain employment or  
interview

# Resume Vs CV



## CONSIDER WHAT DEFINES YOU



What vision do you have for your career over the next 1, 3, 5, or 10 years?



Which values are driving your goals?



What's your purpose?



What are you passionate about?



Why do you do what you do?



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# How to Draft a CV





# How to Draft a CV

## SPEAK TO YOUR AUDIENCE



Are there specific companies I'm interested in?



Am I aiming to secure a position in a specific industry?



What advantage or benefit does this position bring to their business?



What will the company be lacking or missing if there's no one in this position?



Consider some of the struggles and obstacles facing the employer and the industry. Make a list of the most critical ones and reflect on times in the past when you've confronted similar challenges.



# HOW TO DRAFT A CV

## UNCOVER YOUR UNIQUE PROMISE OF VALUE



What benefit or contribution do you add?



What key accomplishments or successes have you delivered time and time again?



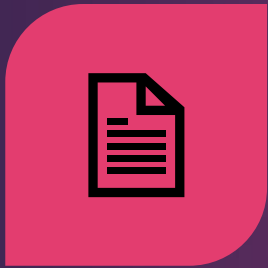
What would you say is unique about yourself and how you do what you do?



What are your greatest strengths?



# Types of CV's (Resume's)



CHRONOLOGICAL  
CV/RESUME



FUNCTIONAL  
CV/RESUME



COMBINATIONAL  
CV/RESUME

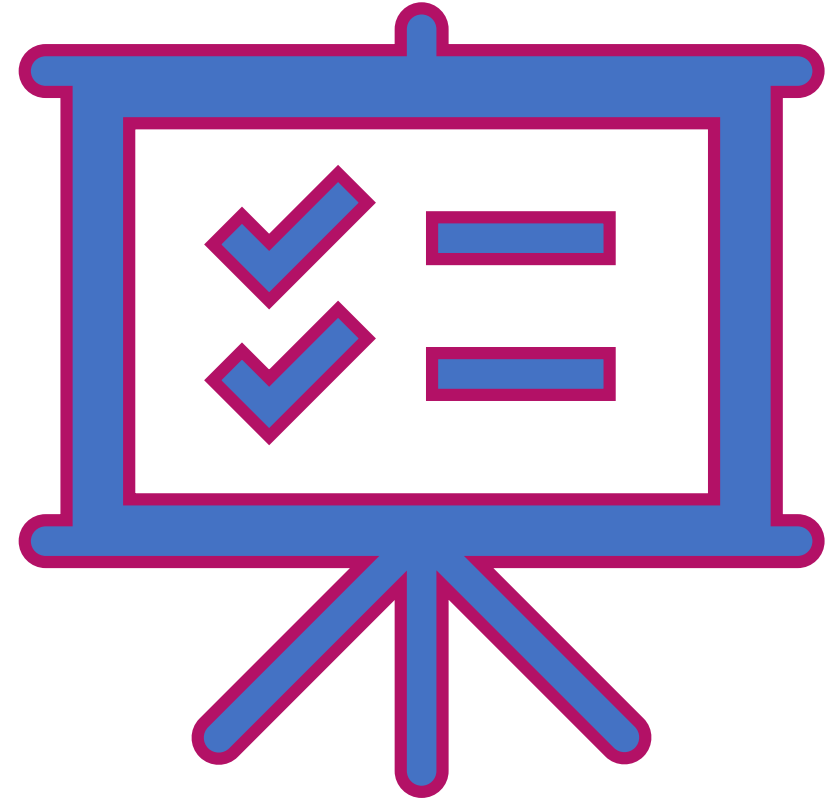
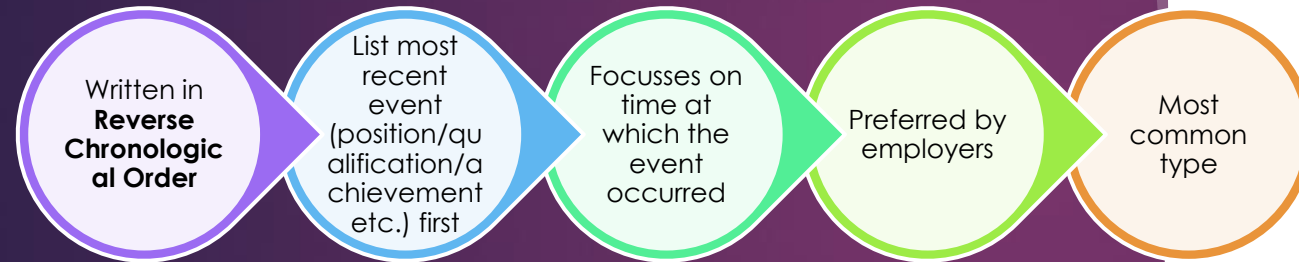


TARGETED  
CV/RESUME





# Chronological CV/Resume



# Functional CV/Resume



Focusses on skills and experience



Often used by people who are changing careers or who have gaps in their academic/employment history



# Combinational CV/Resume



Mix of Chronological and  
Functional CV/Resume



Highlights relevant skills while  
providing chronological work  
history



Emphasizes what makes you the  
best fit for the job, while still giving  
the employer desired information



# Targeted CV/Resume



MOST DIFFICULT TO DRAFT



CUSTOMIZED AND SPECIFIC  
TO THE POSITION YOU WANT



MOST SUITED FOR HIGH  
EXPERIENCE HOLDERS



# Components of a CV/Resume

Heading

Career Objective

Academic Qualifications/Employment History

Publications (Books/Research Papers/Book Chapters)

Certifications

Projects

Internships

Key Areas of Interest

Extra Curricular Activities

Honors/Awards/Achievements

Tools/Software

Strengths

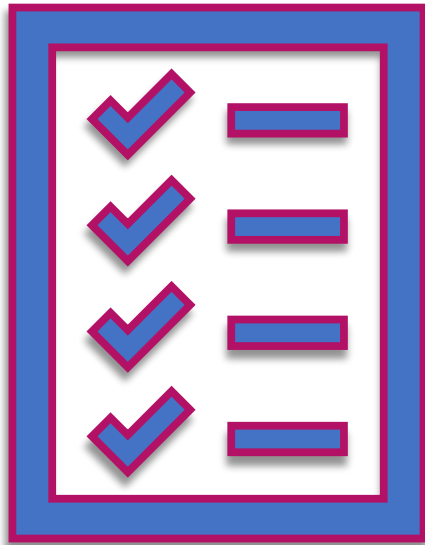
Weaknesses

Hobbies

Personal Detail



# Job Application/Cover Letter



Letter that accompanies  
CV/Resume to provide  
information on skills and  
experience of the applicant



Has specific  
format and  
standard  
guidelines



# Qualities of a Well-Written Cover Letter

The YOU Attitude

Length

Addresses to a person not  
to a Title

Knowledge of Employer's  
activities

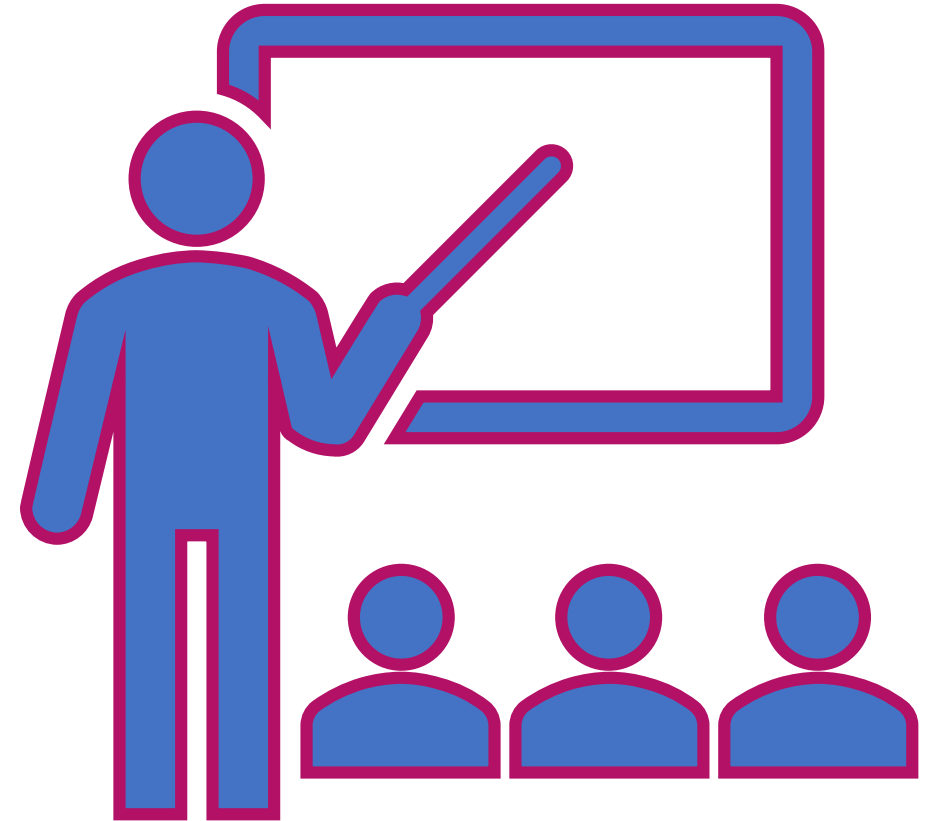
Knowledge of Job  
Requirement

Reader-Benefit  
Information

Organization

Style

Mechanics





# Components of a Cover Letter

## Opening Paragraph (Capturing reader's attention)

- Summary opening: present your strongest, most relevant qualifications stating how they can benefit the organization
- Name opening: Mention the name of a person who is well known to the reader and who has suggested that you apply for the job
- Source opening: Identify the publication in which the ad appeared and describe briefly how you meet each requirement stated in the ad
- News opening: Cite a publicized organizational achievement and link it to your desire to work for the organization
- Personalized opening: Present one of your relevant interests, mention previous experience with the organization or cite your present position as a means of leading into a discussion of why you want to work for the organization



# Components of a Cover Letter

**Next Several  
Paragraph (Interest  
and desire, or  
Evidence of  
Qualification)**

- Present your key qualifications for the job
- Draw on your key competencies from your resume/CV
- Adopt a mature and business-like tone
  - Eliminate boasting and exaggeration
  - Back up your claims of ability by citing specific achievements
  - Demonstrate a knowledge of the organization and desire to join it
- Link your education, experience and personal qualities to the job requirements
- Style it with bullets
- Bold the words (but not much)



# Components of a Cover Letter

## Closing Paragraph (Action)

- Request the interview at the reader's convenience
- Request the screening interview with the nearest regional representative, if company headquarters is some distance away
- State your phone number and the best time to reach you, to make the interview request easy to comply with
- Express appreciation for an opportunity to have an interview
- Repeat your strongest qualification, to help reinforce the claim that you have something to offer the organization



# Sample Cover Letter

Melissa Brown

11 South Street, Harbor View, Maine 04005 · 555-555-5555 · melissa.brown@email.com

April 28, 2018

Jason Rivera  
Human Resources Director  
Avery Solutions, Inc.  
700 Commerce Way  
Harbor View, Maine 04005

Dear Mr. Rivera,

I was excited when my former colleague, Stephanie Taylor, told me that you were hiring for a Human Resources Specialist at Avery Solutions.

Stephanie has told me how important teamwork is to your group at Avery, and how much you need an HR Specialist who can fit in with the department and hit the ground running on day one. I believe that I am the ideal candidate for your team.

In my current job at Smith Group, I created and run our onboarding program, including organizing background checks and new hire orientation. I also have extensive experience in:

- Data reporting/data entry on HRIS software
- Recruiting and hiring processes, including creating job descriptions and postings, screening resumes, and scheduling interviews
- Producing company events, such as the annual company-wide picnic (100+ employees from across the country)

I'd love to speak with you about my qualifications and what I can do for your team. I've attached my resume for your consideration. Please don't hesitate to contact me on my cell at 555-555-5555 with questions or to arrange an interview.

Best regards,

Melissa Brown

