


COMMUNICATION: A CV and a covering letter

Situation: You find out online about the documents which you will need for job applications.

→ You study an English CV and covering letter and tips on how to prepare them.

1 Reading a website about CVs

You find an interesting website with tips, but the headings have got mixed up.

 **Work with a partner.** Read the tips (1–9) and match them to the headings (a–i).


- | | | |
|--------------------------|--------------------|-------------------|
| a Education and training | d Personal details | g Work experience |
| b Hobbies and interests | e References | h Contact details |
| c Personal statement | f Key skills | i Further skills |



→ TIPS for writing your CV

Your CV is a summary of your abilities, work experience, education and qualifications. There is no set format for a British CV but you should keep it short, using clear headings to guide the reader.

- 1H** Give your name and address, telephone number(s) (home/mobile) and email address.
- 2C** This should be a short message that grabs the attention of the reader. Use note form. This helps to keep your CV focused and direct, for example: *Motivated electronic technician with experience in German engineering industry.*
- 3F** Here you can summarize your skills and experience which are relevant to the job for which you are applying.
- 4G** As a general rule, CVs should be in reverse chronological order, listing the most recent position first. For each position held you should provide the dates of the start and end of employment, the employer's name and address, the job title, the main duties and responsibilities and achievements.
- 5A** Give a brief description of qualifications (school, academic and/or professional). Give the names of schools or colleges in reverse chronological order.
- 6I** Here you should write about common skills gained throughout your education and work experience, such as languages, IT skills, good maths skills or a full, clean driving licence. These skills are of interest for any employer.
- 7B** This feature is optional, but could provide something more personal to discuss at an interview. Be careful about what you write; a dangerous sport or *socializing with friends* may not be what an employer wants to hear!
- 8D** Write your date of birth and nationality under this heading.
- 9E** Due to data protection laws, candidates should not provide referees' names, addresses or any other contact details on CVs, but should state that details are available on request. Always ask your referees' permission before you give someone their contact details.

 **International CVs**

2 Analysing a CV

You also find an example of a British-style CV online.

Study the CV below. What differences can you find between this CV and a German CV?

Contact details

Am Kattenkamp 236, 33611 Bielefeld, Germany
Landline: (+49) 521 394677
Mobile: (+49) 176 3628419
Email: martin.bienek43@gmx.com

Personal statement

A qualified and motivated young IT professional with business experience supporting various users in a busy computing environment. Currently looking for an opportunity to develop and widen work experience abroad.

Key skills

Experienced at updating computerized support systems
Strong technical and interpersonal communication
Excellent spoken and written English
Good spoken and written Russian

Work experience

Since 20..	Experience during apprenticeship in preparing new company workstations, answering the telephone to internal customers and company suppliers
20..	Two-week placement at ComputerMacher GmbH (local computer hardware specialist) doing maintenance and repairs of customer desktop computers

Education and training

Since 20..	Three-year apprenticeship in IT Support Department, Schmidt Anlagen-technik GmbH and Vocational Training College for Economy and Administration in Bielefeld, Germany
June 20..	BKfH (final examination equal to GNVQ) Main subjects: Physics, Computer Studies
20..–20..	Primary and secondary education in Bielefeld

Further skills

Team-working course, database management
Full driving licence
First aid certificate

Hobbies and interests

Athletics, football
Training local junior football team

Personal details

Date of birth: 06 April 20..
Nationality: German

References

Available on request