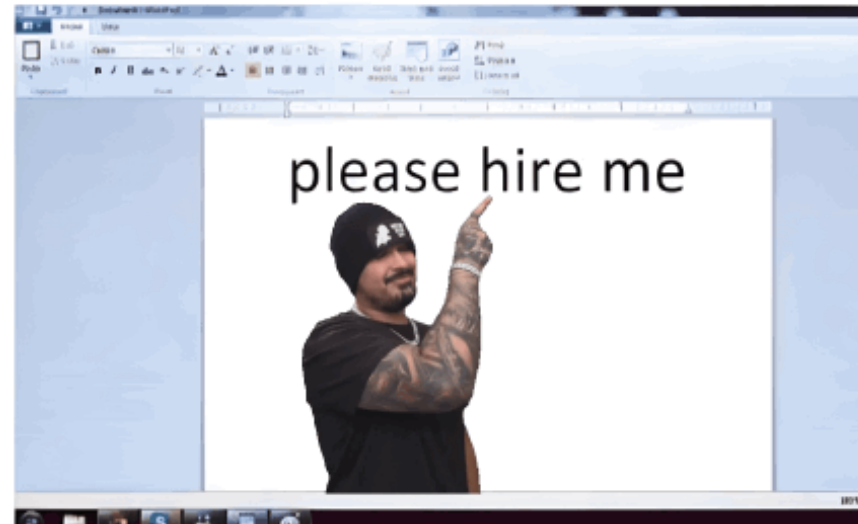


Unit 10.

CV and Cover letter

my resume is done ✓





1. CV

Preparing a good CV is essential for being successful in your employment search. It is important to take time and care in developing a CV that will make you **stand out**.

A proper CV gives **in-depth and structured information** about the professional experience and qualifications of a person. **Keep it brief!** Keep your document short and to the point.

TIPS FOR WRITING A GOOD CV



Prepare several CVs, each tailored to a different target job or field.



Length: your CV should not exceed 2 pages. Keep your Cv short and to the point.



Prioritize your CV content. Your most important experience should be listed first.



Keywords: include keywords to draw the reader's attention to specific attributes of your profile.



Use descriptive adjectives and verbs.



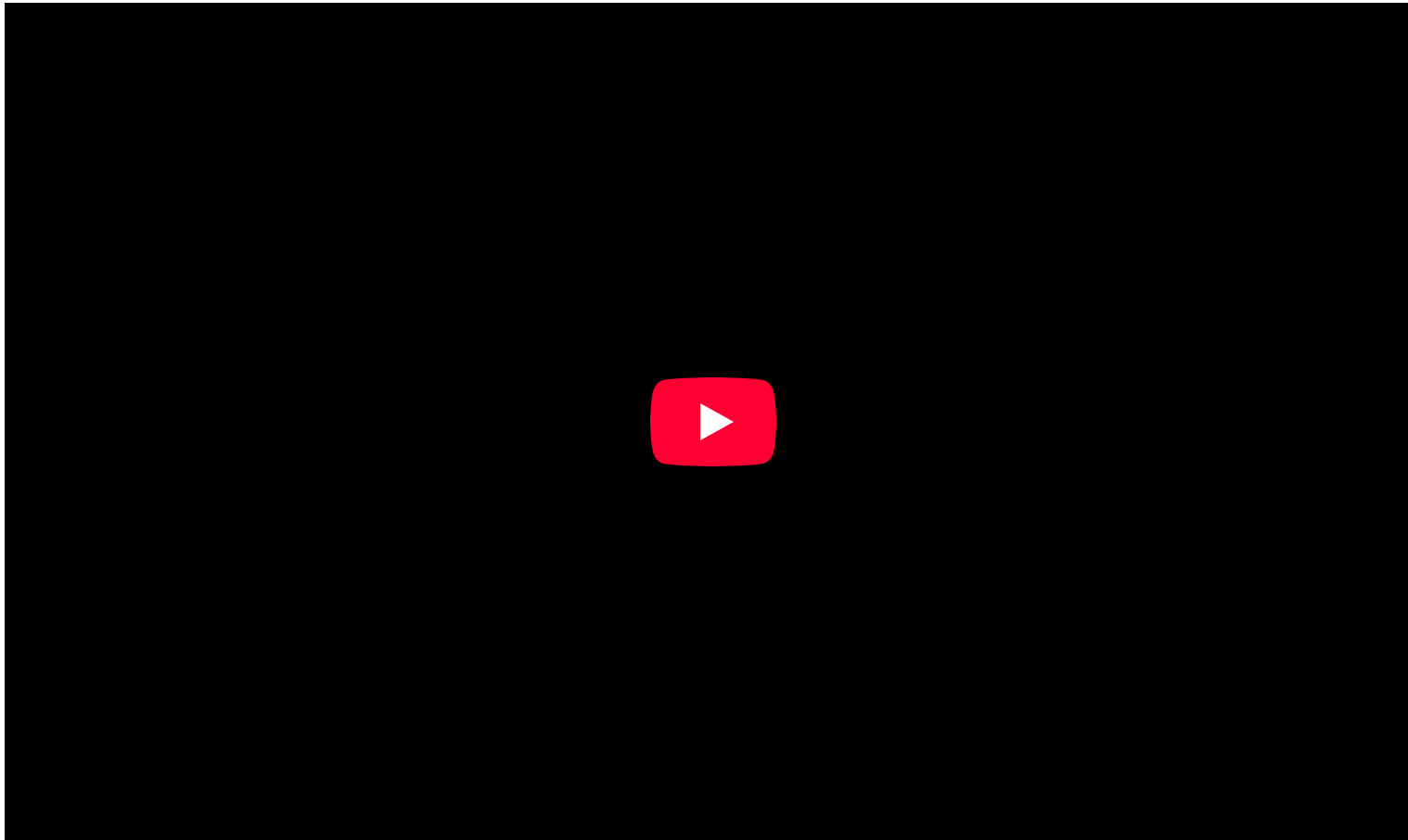
ADJECTIVES TO STRENGTHEN YOUR CV

- Determined: determinado
- Hard-working: trabajador
- Diligent: diligente
- Trustworthy: digno de confianza
- Team-player: colaborador
- Motivated: motivado
- Reliable: fiable
- Self-starter: emprendedor
- Persistent: persistente
- Dynamic: dinámico
- Organized: organizado
- Professional: profesional
- Passionate: entusiasta

VERBS THAT WILL MAKE YOU STAND OUT

- To administer: supervisar, administrar
- To assign: asignar
- To contract: contratar
- To delegate: delegar
- To plan: programar
- To supervise.: supervisar
- To address: dirigirse a
- To author: crear, escribir
- To negotiate: negociar
- To motivate: motivar
- To persuade: convencer, persuadir
- To publicize: publicitar
- To overhaul: revisar, ajustar
- To solve: resolver
- To train: entrenar
- To upgrade: actualizar
- To allocate: distribuir, repartir
- To audit: auditar
- To project: prever, estimar
- To design: diseñar
- To illustrate: ilustrar
- To introduce: introducir
- To perform: llevar a cabo
- To revitalize: revitalizar

How to make a resume that will make you stand out



How to make a resume that will make you stand out

Shift in
resume
trends

Recruiters
spend less
than 10
seconds
reviewing
resumes

Concise
headlines
instead of
objectives

Bullet points
to highlight
achievement
s, skills,
responsibiliti
es...

Include
every
experience
you have,
such as
internships,
volunteer
work...

AI to filter
resumes

THE CV FORMAT

1. Personal information

Include your **full name**, mailing **address**, **phone number**, **email** address

Álvaro Fernández

E-mail:

alvaro.fernandez@gmail.com

Av. Diagonal 25, 08019, Barcelona,
Spain

Mobile: +34 697 183 182

2. Objective

It helps the reader quickly to see who you are and what are you looking for.

A reliable and hard-working team player with three years of experience in the computer sales field. I have excellent interpersonal and communication skills. I seek a challenging opportunity for growth within the IT sales field.

3. Education

Terminology for education can't always be directly translated because often the type of education differs from country to country.



THE CV FORMAT

4. Employment background

It can also be called "**Work experience**", "**Work history**" or "**Employment history**".

You should include the **names** and **locations** of the companies you worked for, the **positions**, employment **dates** and the **duties** you performed.



No work experience?

You can compensate by emphasizing other experiences and relevant skills. **Be sure to include any internships or volunteer work.**

5. Additional information

Language skills: be honest!

Conversational

Fluent

Native

Proficient

Computer skills

For ex: Comfortable with MS Office Suit (Word, Excel and Powerpoint), Internet and email proficient.

THINGS TO AVOID

1

Spelling mistakes

2

strange e-mail addresses

3

The use of "lazy" words or phrasing. Don't use terminology such as "etc.", "same as above" or "...".

you can see it
better in the
document in canvas

experience.

Javier Córdoba Ruiz
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Avd. Diagonal 25, 5, B, Barcelona, 08019, Barcelona, Spain
Phone: +34 935 34 XXXX • Mobile: +34 6XX XX XXXX

OBJECTIVE
Challenging employment with opportunities for professional development related to finance or investments in Europe.

EDUCATION
Master's degree, Finance, 2010
Universitat Autònoma de Barcelona, Spain
Bachelor's degree, Business Administration, 2008
Universitat Autònoma de Barcelona, Spain

EMPLOYMENT HISTORY
June 2011 – Present: - BBBA Bank, Barcelona, Spain
Lending officer

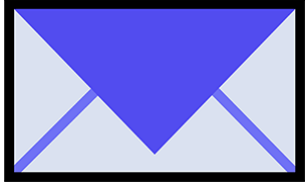
- Exceeded business lending target figures by 35% in 2012
- Significantly improved profitability on bank branch lending portfolio
- Built and maintained key business relationships with several high-value collaborators

May 2010 – June 2011: - Bon Systems, Barcelona, Spain
Payroll assistant, taxation specialist

- Processed payments to over 350 staff members
- Developed and maintained a database to ensure timely payment of all staff payments and payroll taxes

ADDITIONAL SKILLS AND QUALIFICATIONS

- Highly proficient in common accounting software packages, as well as MS Office tools, E-mail and Exchange
- Native Spanish speaker with fluency in English and Intermediate French
- Strong academic and practical knowledge of financial markets and products



2. Cover letter

A cover letter is an important tool for you as a job seeker as it allows you to creatively describe yourself and indicate how you would be perfect for the vacant job.

Your cover letter is your first and best chance to make a good impression. It should be tailored specifically to the job you're applying for and contain adjectives and descriptive words to relate your skills and experience to the job.

FORMAT

**Your cover letter
should be one
page in length
and is generally
formatted as
follows:**

1

HEADER

2

INTRODUCTION

3

BODY

4

CLOSING

HEADER

The header is the section where you include your **own address** as well as the **recipient's contact information** and the date

After the name of the addressee, it is appropriate to use either a comma (,) or a colon (:)

Immediately above the addressee, you may include a line indicating the purpose of the letter

FOR EXAMPLE

Re: New account manager position

Your contact information:

Name

Address

City, Province, Postal Code

Phone number

Email address

Date

Employer contact information (if you have it):

Name

Title

Company

Address

City, State, Postal

Date

Salutation to the recipient (Dear Mr. Jones:)



INTRODUCTION

The introduction should be a short paragraph to catch the attention of the reader and **state your intentions.**

In this section, include information on why you are writing.

Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one,

BODY

The body of the cover letter is to **highlight** your qualifications and suitability for the job.

*In this section, include your **skills**, academic and practical qualifications and past **experience**. Other key information such as **licenses** or availability for work can be included here as well.*

REMEMBER: *you are interpreting your CV, not repeating it.*

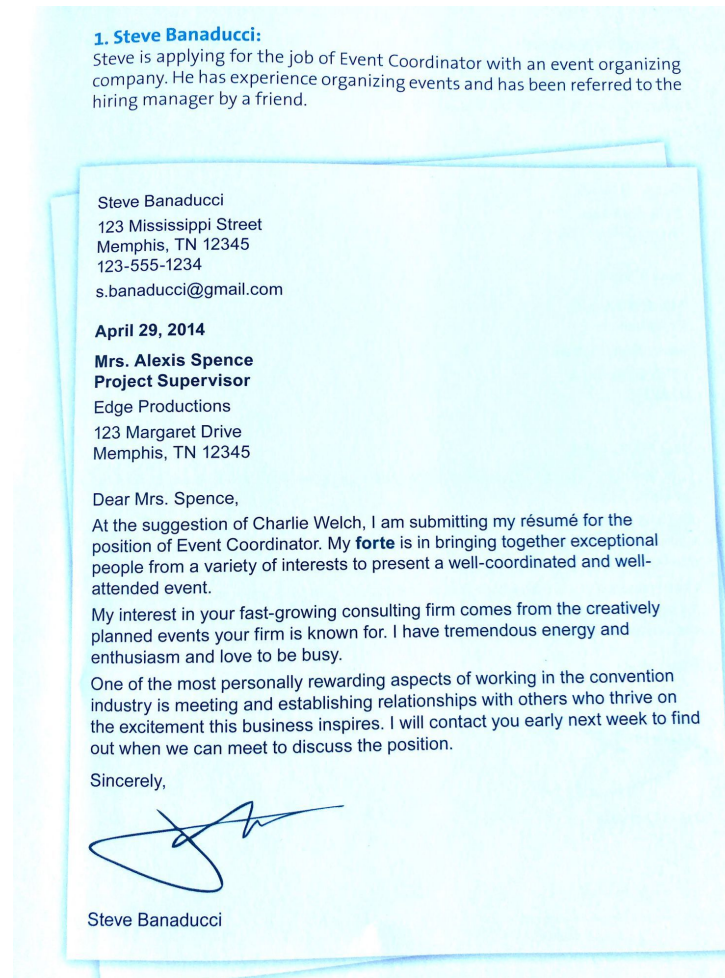
CLOSING

Here, you summarize your letter and emphasize your suitability for the position and thank the employer for considering you for the position.

*It is also important to indicate how you will **follow up** (hacer seguimiento). For example, you may mention that you will contact the employer by telephone shortly, or that you **look forward to hearing** from them.*

End with a closing such as "Sincerely", "Yours truly", followed by your handwritten signature if possible.

again, see the example better
in canvas



Expressions:

To start the cover letter:

- I noticed with interest your advertisement for ...
- **I am writing in response to** your advertisement posted on...
- I am very **interested in applying** for the position of ...
- I am **applying for** the position of, which was advertised in
- I was **interested to** see your advertisement for ...
- I was **referred to you by**/name/, who informed me of a/position/
- I have pleasure in applying for the advertised position, as ...
- Please accept this letter as my application for the position of...

Expressions:

Reasons for applying for the job:

- I would be **well suited to the position because ...**
- I have a **lively interest in ...** and would appreciate the opportunity to work with you.
- **As you can see from my enclosed résumé,** my experience and qualifications **match this position's requirements.**
- My strengths are ...
- I believe the combination of my education and experiences have prepared me...
- It is a challenging position for which I believe I am well qualified.
- This position represents an opportunity to continue my committed career path...

Expressions:

Writing about your skills:

- I have a working knowledge of ...
- I believe I possess the right combination of ...
- I am an experienced user of ...
- My professional experiences are supplemented by...
- My interest and knowledge in this area was further enhanced by...
- My particular area of effectiveness is...
- I have an excellent command of ...

Expressions:

Closing:

- I would appreciate the chance to meet with you to discuss ...
- I look forward to our meeting.
- If you are interested, please contact me at ...
- **I am eager to** talk with you about the contribution I could make to your firm.
- Thanking you most sincerely for your time and consideration.
- Thank you for considering me for this very important position.
- I look forward with enthusiasm to an opportunity for an interview.