

## Top Secret

Edit: Mex

File No. 18

Date: 30/04/2023

## Jobs and occupations, CV, cover letter

### **Jobs and occupations:**

Jobs and occupations refer to the different types of work that people do to earn a living. There are a wide range of jobs and occupations available, ranging from manual labor to office work to creative pursuits. Some examples of jobs and occupations include doctor, teacher, lawyer, engineer, writer, artist, and chef.

### **CV:**

A CV, or curriculum vitae, is a document that summarizes a person's education, work experience, and other relevant qualifications. It is typically used when applying for academic positions or other professional positions that require a detailed record of one's accomplishments. A CV typically includes sections for personal information, education, work experience, research and publications, honors and awards, and other relevant information.

### **Cover letter:**

A cover letter is a document that accompanies a CV or job application and provides additional information about the applicant and their qualifications. The cover letter typically includes a brief introduction, a summary of the applicant's qualifications and experience, and a statement of interest in the position. It should be tailored to the specific job and company to which the applicant is applying.

### **Tips for writing a CV and cover letter:**

- Tailor your CV and cover letter to the specific job and company you are applying to.
- Use clear and concise language, and avoid using jargon or overly technical terms.
- Highlight your relevant qualifications and experience, and provide specific examples of how you have demonstrated your skills and abilities in previous roles.
- Use bullet points and headings to make your CV and cover letter easy to read and navigate.
- Proofread your CV and cover letter carefully to ensure that there are no spelling or grammar errors.
- Follow any specific instructions provided by the employer or job application, such as format or length requirements.