✅ TECHNICAL WRITING – FINAL EXAM OVERVIEW  
*(Prepared for Naveed Ahmad – CSE, UET Peshawar)*

📄 1. CV vs Resume

* **CV**: For academic/research use. 2+ pages. Full academic history.
* **Resume**: For jobs/internships. 1 page. Highlights only relevant skills.

**CV Includes:** Name, Contact Info, Objective, Education, Research, Publications, Projects, Skills, Certifications, Languages, Conferences. **Resume Includes:** Name, Contact Info, Objective, Education, Skills, Work Experience, Relevant Projects.

**Tip**: Use CV + Motivation Letter for internships/research; Resume + Cover Letter for jobs.

A screenshot of a black and white screen

AI-generated content may be incorrect.

💼 2. Cover Letter

* Used for **job applications**, sent with a Resume.
* Explains why you're a good fit.
* 1 page only.

**Structure:**

1. Subject + Greeting
2. Introduction (Who you are, what you're applying for)
3. Body (Your skills, projects, match with the job)
4. Closing (Thanks, request for interview)
5. Sign off (Sincerely, Your Name)

✍️ 3. Motivation Letter (LOM)

* Sent with **CV** for academic/research internships.
* Focuses on **passion, goals, and motivation**.

**Structure:**

1. Introduction: Who you are, what you're applying for
2. Body: Background, interest, and experience
3. Conclusion: Career goals and polite closing

🧾 4. Recommendation Letter (LOR)

* Written by a **teacher or supervisor**.
* Describes your **skills, performance, work ethic, achievements**.

**Includes:**

* Who the recommender is
* Their relationship with you
* What makes you a good candidate
* Closing with contact info

📧 5. Effective Email Writing

* Must be **formal, respectful, brief, and clear**.

**Structure:**

1. Subject line – Clear and specific
2. Salutation – Dear Sir/Madam
3. Purpose – Opening line stating the reason
4. Body – Short paragraphs, one topic
5. Closing – Thanks or request for action
6. Sign Off – Sincerely, Your Name

✅ DO:

* Use professional tone
* Mention attachments
* Keep it to the point

❌ DON’T:

* Use slang or emojis
* Forget subject line
* Write in a casual or long-winded way

📬 6. CC vs BCC in Emails

* **CC (Carbon Copy):** Visible to everyone. For informing others openly.
* **BCC (Blind Carbon Copy):** Hidden from others. Used for privacy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Stands For** | **Purpose** | **Visible?** |
| CC | Carbon Copy | Public copy | ✅ Yes |
| BCC | Blind Carbon Copy | Private copy | ❌ No |

📝 7. Office Correspondence (Lecture 06)

* Professional letters exchanged in university or office settings.

**Characteristics of a Good Official Letter:**

* Clear purpose
* Accurate and logical
* Brief (usually 1 page)
* Formal tone
* Unity and flow

**Structure:**

1. Heading (Letterhead)
2. Date (top right)
3. Recipient details (name or title)
4. Subject line (bold and underlined)
5. Salutation (Dear Sir/Madam)
6. Body (Intro, Explanation, Request)
7. Complimentary Closing (Sincerely, Yours faithfully)
8. Signature and designation
9. CC / Enclosures (if any)

✅ QUICK TIPS FOR EXAM:

* Understand formats of CV, Resume, LOM, Cover Letter
* Practice email and letter writing
* Know definitions, differences, and structure-based questions
* Keep tone **formal, clear, and respectful** in all writing formats

You’ve got this, Naveed! 🌟