

Study the c.v. of Paul who was interviewed in Unit 5. Then write your own c.v. in the same way. For the purpose of this task, you can invent experience and assume you have passed all your examinations!

CURRICULUM VITAE

Paul W Cair



Personal details

Date of birth 30/5/83

Address 7 Linden Crescent, Stonebridge EH21 3TZ

email p.w.cair@btinternet.com

Education

1995-1999 Standard grades in Maths, English, Spanish, Computer Studies, Geography, Science, James High School

2000-2001 HNC in Computing, Maxwell College

2001-2003 HND in Computing Support, Maxwell College

Other qualifications

Jan 2004 CTEC

Work experience

2003-present IT support consultant Novasystems

Novasystems is an IT company that provides a complete range of computing services for its corporate clients.

My experience includes:

- advising clients on IT issues and strategies
- 1st line customer telephone support
- database design
- configuration and installation of hardware and software to clients' specifications
- network administration and implementation
- PC assembly

I have knowledge of these areas:

- Windows server operating systems
- Microsoft Office packages
- Oracle databases
- Windows desktop operating systems
- TCP/IP networking
- Microsoft Exchange Server
- a variety of backup software

Hobbies and interests

volleyball

Referees

1 Academic Dr L. Thin, IT Department, Maxwell College

2 Work Ms Y. Leith, Personnel Officer, Novasystems

Cover Letter Outline

Student's/Applicant's Address
Date of Letter

Employer's Name/ Employer's Title
Employer's Address

Dear (Mr, Ms, Dr, To Whom It May Concern):

Paragraph 1

Identify the position for which you are applying, where you saw the ad and/or how you learned of the position. Clear information ensures that your resume gets to the right person.

For example:

I'm responding to your posting on www.website.com for the Multi-access Representative position at your New Jersey headquarters.

Paragraph 2

Explain that you can perform the job, as you understand it, from details given in the job description. Do this by outlining related assignments or accomplishments, and similarities to your current position. Hit them with hard facts such as numbers, programs established, significant achievements, etc.

For example:

My qualifications appear to fit the position you've described:

(Your requirements: Three years experience in a call or contact center)

I have over four years experience as a customer service rep in a multi-access center.

(Your requirements: Proficiency in contact center technology).

I have completed contact center courses in VoIP, Web call back, page push and more. I am fluent in Spanish and English.

(Your requirements: Able to provide helpful, knowledgeable service to our customers.)

I have received Manpower's Circle of Excellence award for quality service in both 2003 and 2004.

Final Paragraph

Time to wrap it up. You can include any of the following in your final paragraph.

- * Salary range you seek -- only if the ad requested specification
- * Geographic preferences, if appropriate
- * Convenient interview times or when you can't be reached
- * Necessity to keep your search confidential

Your final sentence should request an interview. For example:

I would appreciate an opportunity to discuss how my background and experience could benefit your organization. My salary expectations range from the mid- to high-twenties. A resume is enclosed for your review. Thank you for your time and consideration.

Sincerely,

Name

Enclosure

**Looking Closer: The
ANATOMY OF A
COVER LETTER**

Date

Addressing the Cover

Letter: Get the exact name of the person to whom you are writing. This makes your approach personal.

Raytheon
P.O. Box 6056
Greenville, TX 75403
Attn: Mr. Smith

Dear Mr. Smith:

First Paragraph: This explains why you are writing.

With the enclosed resume, I would like to make you aware of my knowledge of and education in communications and fiber optic technology, and to express my strong interest in offering my skills to your company. I recently spoke with a former Raytheon employee, Mr. Lonzo G. Bustos, and he recommended that I forward my resume to your attention.

Second Paragraph: You have a chance to talk about whatever you feel is your most distinguishing feature.

As you will see, I have just completed my Associate's Degree in Electronics Technology. My major area of concentration was Communications and Fiber Optics. I have worked with fiber optics previously while employed by Quanta Systems on a contract job in which we installed optical module boxes and fiber optic cable along a 5-mile perimeter.

Third Paragraph: You bring up your next most distinguishing qualities and try to sell yourself.

Though my previous work experience is not as highly technical in nature, I think you will see that I have proven myself to be a hard-working and reliable employee, as well as a capable supervisor. Most of the jobs shown on my resume were jobs I held while simultaneously completing courses toward my A.S. degree. Now that I have finished my degree, I am anxious to utilize my knowledge of communications and fiber optics technology. My strong work ethic, education, and technical know-how would be an asset to your organization.

Final Paragraph: He asks the employer to contact him. (Make sure *your* reader knows what the "next step" is.)

If you can use a highly motivated, intelligent young communications and fiber optics professional, I hope you will contact me to suggest a convenient time when we might meet to discuss your present and future needs, and how I might meet them.

Sincerely,

Pete Dawkins

Date

Exact Name of Person
Title or Position
Name of Company
Address (number and street)
Address (city, state, and zip)

NETWORK ENGINEER

Dear Exact Name of Person: (or Dear Sir or Madam if answering a blind ad.)

With the enclosed resume, I would like to make you aware of my interest in utilizing my background in computer science and my interest in customer service for the benefit of your organization.

As you will see from my resume, I am a Certified Novell Administrator and a Microsoft Certified Professional for NT 4.0 Workstation, and I hold an Associate's degree in Computer Applications and Programming as well as a B.S. in Computer Science and Information Management Systems. I am an experienced Network Engineer.

Although I am excelling in my current position and can provide outstanding references at the appropriate time, I am seeking to utilize my technical expertise in an environment where I can also interact with customers and/or users on a more frequent basis. My naturally outgoing personality and strong communication skills would make me very effective in any position which required interaction with others, and I would enjoy an opportunity to develop and maintain strong working relationships as part of my job. I offer a proven ability to translate complex technical concepts into language which can be comprehended by non-technical individuals, and I believe my technical expertise would be best utilized in an environment which required extensive human interaction.

If you feel that my expertise in network engineering, design, administration, and troubleshooting could be useful to you, I hope you will contact me to suggest a time when we could meet to discuss your needs. I certainly appreciate your time and consideration, and I am confident that I could make valuable contributions to your long-range goals.

Yours sincerely,

John Lasak