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| **Fundamentals for IT Professionals III**  Diploma in CSF/FI  Year 2 (2021/22), Semester 5 | Week **2** |
| **1** hour |
| **Activity Week 2 – CV / Resume & Cover Letter** | |

**OBJECTIVES**

* Writing your CV / Resume
* Writing the Winning Cover Letter

**ACTIVITIES**

1. Go through the given CV (Appendix 1) and comment on the contents and identify the mistakes.
2. Go through the given Cover Letters (Appendix 2) and comment on the contents
3. Submission

* Submit your completed activity to MeL:

Groups🡪 *<student group>* 🡪Group Discussion Board 🡪 Week 2 Submission

**Appendix 1**

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| **PERSONAL DETAILS:**  Name: Sharon Chin Seow Jie  Date of Birth: 11 / 10 / 1990  Nationality: Singaporean  Race: Chinese  NRIC No: S 1234567 J  Marital Status: Single  Health: No problem!  Interests: Soccer, Traveling, Food-Tasting and Reading Books.  Address: Blk 807 Loyang Road, #06-43 Singapore 890766  Home Telephone 62643608  Mobile No: 90062507 |
| **LANGUAGES SPOKEN:** English and Mandarin |
| **EDUCATION:**  1997 – 2002 Loyang Primary School  2003 – 2007 Loyang Secondary School  2008 – 2010 ITE Jurong  2013 – 2015 Ngee Ann Polytechnic |
| CO-CURRICULAR ACTIVITIES:    2003 – 2007 Loyang Secondary School (Scouts / School Soccer Team)  2013 – 2015 Ngee Ann Polytechnic Dragonboating Team |
| **CERTIFICATES OBTAINED:**  Loyang Primary School: \*Award for the Most Courteous Pupil  \*Inter Class Champion (Soccer)  Loyang Secondary School: \*Scout Standard  \*Attendance in National Community Leadership |
| **SKILLS :**  Microsoft Word, PowerPoint, Excel, Access, Microsoft Visual C++ and AutoCAD. |
| **WORK EXPERIENCE :**  Position: **SALES ASSISTANT (Part Time)**  Duration: March ‘06 – September ‘07  Place: BATA  Hourly Pay: $3.50  Last Drawn Salary: $636.00  Reason for Leaving: The pay was too little  Position: **WAITER (Part-Time)**  Duraiton: February ‘08 – February ‘10  Place: Sri Melati Seafood Restaurant  Hourly Pay: $4.50  Basic Salary: $550.00 + (Commission)  Reason for Leaving: National Service  Position: **REGIMENTAL POLICE (Part-Time)**  Duration: Mar ‘11 – Mar ‘13  Place: Dieppe Barracks (HQ GUARDS)  Basic Salary: $405.00  Last Drawn Salary: $405.00  Reason for Leaving: ORD  Position: **MACHINE OPERATOR (Part-Time)**  Duration: Apr ‘13 – Sept ‘15  Place: Ten-Cate Enbi Pte Ltd  Company Dealing: Specialized in Printer Parts e.g. Rubber Rollers in printer.  Job Scope: Filing Rubber  Basic Salary: $470.00  Last Drawn Salary: $470.00  Reason for Leaving: I wanted to concentrate on my HIGHER NITEC in  ITE DOVER. Besides, I really cannot stand my boss. |
| Salary Expectation: As much as possible |

**Appendix 2**

**Cover Letter – Exercise 1**

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| Blk 321 Choa Chu Kang Ave 9  #02-123  Singapore 654321    20 October 2020  GGG Apparels Pte Ltd  123 Special Building  #20-123  4 Boon Lay Avenue  Singapore 986000  Dear Sir,  Application for the post of sales executive  I am writing in response to your advertisement in The straits times dated Oct 14 for the post of Sales Executive.  I am a keen and fast learner. I am willing to work hard and contribute to your company.  I hope you will give me the opportunity for an interview as I am very anxious to start a career with you.  Yours sincerely,  Goh Tai Tai | *Comment and Identify the Major Errors* |

**Cover Letter – Exercise 2**

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| Blk 321 Choa Chu Kang Ave 9  #02-123  Singapore 654321  20 October 2020  Mr Peter Wong  Human Resource Head  GGG Apparels Pte Ltd  123 Special Building #20-123  4 Boon Lay Avenue  Singapore 986000  Dear Mr Wong,  Application for the Post of Sales Executive  Your advertisement in The Straits Times dated 14 October 2019 for the post of Sales Executive interested me very much. I am confident that I have the required skills and aptitude for the job.  I will be graduating from Ngee Ann Polytechnic with a Diploma in Business Studies specialising in Marketing. This specialisation was my first choice and I have achieved distinctions in Business Communication and Sales Management.  I have working experience in various vacation jobs secured mostly on my own initiative, for example in telemarketing and sales. I believe that job exposure has conditioned me to be adaptable to working life.  As a self-motivated, disciplined and people-oriented individual, I will contribute to helping your company achieve excellence generating sales. I am confident that my skills, attitudes and qualifications will meet the requirements for the job.  I would appreciate an opportunity to discuss my application at an interview. My contact numbers are 12345678 and 87654321.  Yours sincerely,  Goh Tai Tai  Enclosed: Resume | *Comment on what you like about this letter* |