**Writing up a CV**

* What do you think are the key qualities of a CV?
* What type of information should a CV contain?
* How would you organise the information in your CV?

*Imagine you only had 20 seconds to look at the following* CVs: 1 [(click here)](https://cssbham.com/assets/events/cv-workshop/Example1.pdf) & 2 ([click here](https://www.monster.com/career-advice/article/sample-resume-computer-programmer-entry-level)). *What would you look at? What would your impression of the applicant be?*

Listening practice

*1. The following conversation focuses on ways of structuring a CV. Listen and complete the CV structures:*

\_\_\_\_\_\_\_\_\_\_\_ CV

9. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

11. \_\_\_\_\_\_\_ \_\_\_\_\_\_/ Career profile

12. \_\_\_\_\_\_\_\_\_\_\_\_

13.\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ details

14. \_\_\_\_\_\_\_\_/professional qualifications

15 \_\_\_\_\_\_\_\_\_\_\_\_

16. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_CV

1. \_\_\_\_\_\_\_\_ large letters

2. \_\_\_\_\_\_\_\_details

3. (\_\_\_\_\_ \_\_\_\_\_)

4. \_\_\_\_\_\_\_\_\_\_/academic qualifications

5. \_\_\_\_\_ \_\_\_\_\_\_

6. \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_

*2. The following video showcases Clement Michailescu, a software engineer, discussing some aspects of the CV that helped him get an entry level position at Google.*

**Step 1. Watch the video and take notes on** :

* how information is organised
* what are the positive aspects and
* what are the negative aspects of the CV

Step 2. Based on your notes, formulate 4 useful requirements (what is required/what is not required) that could apply to successful CV writing.

*Ex. You should use bullet points and not full sentences to make information stand out.*

*You mustn’t advertise any skills that you cannot support with evidence.*

**A. Writing your CV/identifying your key skills**

* ***Key skills*** *may form the body of your CV (in a skills-based CV) or they may be demonstrated throughout (in a conventional chronological CV);*
* *Self-awareness, a detailed plan and a knowledge of how to market yourself and your skills can put you ahead of the competition. Apart from technical skills and specific qualifications****, transferrable skills /soft skills*** *are a set of abilities that go beyond a particular job or organisation;*

*1. Look at the following list of transferrable/soft skills. Discuss how you could demonstrate these skills in your CV. Use examples from your work experience, your studies, your entrepreneurial projects, your hobbies or interests.*

a. Communication skills (written and oral); (eg. Ticket writing for Q&A assistance on help desk platforms)

b. Foreign language skills

c. Organisational skills (eg. Working independently, meeting deadlines)

d. Research skills

*2. Below you will find a set of high profile soft skills for the tech industry. Match the personal characteristics to the questions that best illustrate what each soft skill refers to (a-h).*

1. self-awareness

2. resilience

3. strategist

4. cultural-fit

5. analytical thinking

6. continuous-learner mindset

7. work-ethic

8. ingenuity

a. Do you seek to accommodate regular task changes, adjustments, and respond well to negative challenges?

b. Do you look for a pattern of learning, either from peers on the job, open-source contributions, structured training or through tech community involvement?

c. Are you dedicated to professionalism, do you value a healthy work environment by prioritizing tasks by impact or by practicing time-management to complete quality, on-time work?

d. Do you have the ability to set boundaries and adapt to the others, do you find ways to monitor your reactions and your motivation?

e. Do you enjoy planning, can you identify long-term goals and potential ways to reimagine what is possible with technology?

f. Do you try to find a way for asking the right questions, solving problems with creative solutions, and driving innovation?

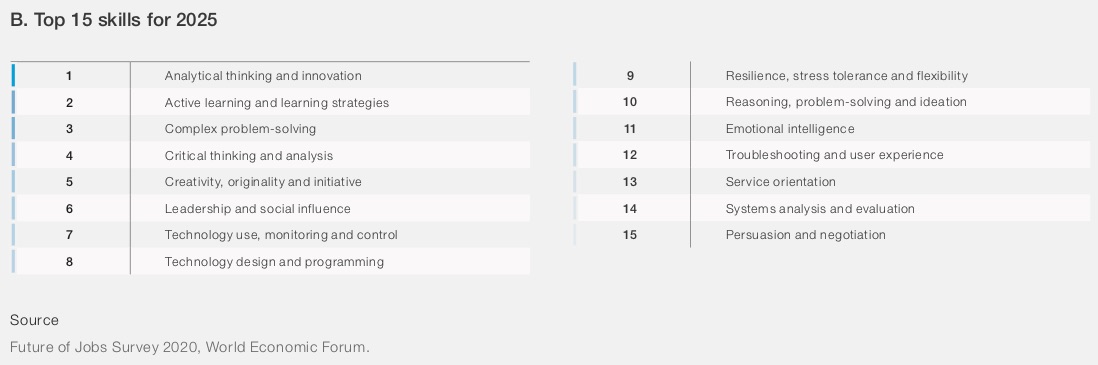
g. Do you embrace the core values of the company that you would like to work for?

h. Can you easily spot trends, outliers, performance indicators, and critical events?

*3. In a 1-1 Q & A session, discuss one soft skill with a partner and how you expect to apply it in your work. Consider the following “top cross-cutting skills for the future” detailed below to formulate your questions/answers.*

*Ex. Most employers say that one characteristic they are looking for in top-tier employees are analytical skills. How do you expect to apply analytical thinking in your work?*

*I am excellent at interpreting data to see cause and effect and I am able to use this information to make effective decisions.*

**

**WRITING YOUR CV**

**B. Creating a strong first impression/Writing a personal statement**

* ***A personal statement (Resume summary)*** *is a brief statement of the type of person you are, your skills and your achievements. It always comes near the top part of the CV, before the main body and presents the facts in the most positive way. A well-written personal statement will immediately capture the attention of the employer and make them want to find out more about you.*

*1. Read the following personal statements (A-C) from a skills-based CV and find words and phrases which demonstrate the following points. Make comments where necessary and remember that not some examples may not fully comply with the listed criteria.*

**1 education**

**2 experience**

**3 knowledge**

**4 character**

**5 success**

|  |
| --- |
| **A.**  IT professional with over 5 years of experience specialising in IT department management for international logistics companies. Can implement effective IT strategies at local and global levels. My greatest strength is business awareness which enebles me to permanently streamline infrastructure and applications. |

|  |
| --- |
| **B.**  Self-starting and civic-minded data scientist with two years of experience using datas to inform and drive sustainable solutions. Highly skilled in datas visualization, data mining, statistical analysis, and communicating complex data sets to diverse audiences. |

|  |
| --- |
| **C.**  I am a highly competent mobile application software developer with eight years' experience developing a wide range of tools for both iOS and Android for a range of clients. I have proven expertise in building sports betting and gambling apps. I understand the mobile app project lifecycle in depth and am very capable at all aspects of development from project planning to requirements gathering through to writing and testing code, creating documentation and support. I am currently seeking long-term contract positions which will allow me to further improve my project management skills. |

*2. Write an impressive personal statement for your own CV including the criteria listed in the previous exercise.*

**C. Writing your CV/Highlighting your work experience**

* *This is the section in the CV where you highlight your personal achievements which are directly relevant to the position you are applying for. As well as highlighting periods of full- and part-time employment, the work experience section may also include professional training, voluntary work, and any extended periods in which your life focussed on a particular activity (e.g. entrepreneurial projects).*

|  |
| --- |
| Useful language   * When you give information about past work experience and achievements in a CV, use **verbs in the past simple without a personal pronoun**: *Chaired weekly meetings* (not ~~I chaired weekly team meetings~~). |

*1. Look at the following table of action verbs commonly associated with professional experience. Select five verbs and write sentences suitable for your CV that are true for you.*



*2. Rewrite the following sentences so they sound more concise (verb structure). Leave out any information that is implied by the verb itself or is simply irrelevant.*

1. There were five employees in my team. I was their boss and it was my job to keep an eye on them an help them when they needed my support.

* managed team of 5 employees

2. I enrolled on and successfully finished a *Troubleshooting and Debugging techniques* course in order to improve my knowledge in this area.

……

3. When I arrived, the company website was only in Hungarian. As well as Hungarian, my mother tongue, I also speak English, German and French, and so I decided to write the website information in English, German and French.

…….

4. The company’s database system had a problem, which I found. Afterwards, I talked to my boss about a different way of doing things, which would solve the problem.

……

5. While I was working in the Operations department at IATA, I noticed that there were some ways in which the customer feedback systems wasn’t working effectively. Therefore I developed a new system and put this in place. A result of this was that customer satisfaction levels increased by 20%.

…….

**Effective cover letters**

Writing a letter of application / cover letter

*1. Differences between a CV and a Cover Letter*

*Complete this introduction to cover letters using the words in the box.*

|  |
| --- |
| business, complement, cover letter, CV, employer,  introduction, persuade, position, well-focused, interview |

*What is a cover letter?*

A (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gives information about the educational qualifications and professional experience you have, whereas a (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ explains why you want a job. A cover letter should (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, not duplicate your CV. The main purpose of a personalised cover letter is to (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the reader to read your CV and consider you for the vacant (5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A cover letter is often your earliest written contact with a potential (6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, creating a critical first impression. A well-written (7)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cover letter demonstrates your written communication skills and will help you get that all-important (8)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The letter of application should follow the general guidelines for all (9)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ letters. It should have an (10)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a main body, and a final paragraph.

*Writing a cover letter*

*2. Put the parts below into the correct order to make a complete email for someone applying for a job.*

**\_\_ A** the summer programme where I worked last year. I am available for an interview in Cluj-Napoca any weekday afternoon, and you can email

**\_\_ B** as a Word document. You will notice that I have already worked on numerous projects and I have also included a link to my Github account. You will also notice that my English is good and I have

**\_\_ C** Dear Sir / Madam, With reference to your advertisement on the JobFinders.com website, I am interested in applying

**\_\_ D** as I have a high-level knowledge of various programming languages (HTML, Javascript, C++, React). I am very passionate about coding and I enjoy working on challenging problems and thinking outside the box. I have attached my CV

**\_\_ E** First Certificate grade A. I would be grateful if you could consider my application. You will see

**\_\_ F** software engineering and design. During the last few summer holidays I have

**\_\_ G** for the post of full stack software engineering intern. I am 26 years old and am currently studying

**\_\_ H** me or telephone me on the number below. I look forward to hearing from you soon. Yours faithfully

**\_\_ I** for a diploma in Computer Science at Babeș-Bolyai University. After that I hope to follow a career in

**\_\_ J** in the job of full stack software engineer intern, exploring both back-end and front-end languages and development frameworks. I feel that I would be well-suited for this job

**\_\_ K** to do something more varied and challenging, and for this reason I am interested

**\_\_ L** from my attached CV that two people can be contacted as references, one is a university professor and the other is from

**\_\_ M** worked as a front-end software engineer at various local companies, and I enjoyed the work very much. Next summer I would like

*3. Take another look at the previous email and identify the following checklist for effective cover letter writing:*

General structure of a cover letter

1. Greeting

2. Reason for writing

3. Your background and experience

4. The job

5. Refer to your CV

6. Final comments

7. Standard final sentence

8. Formal ending

*4. Effective beginnings*

* The first paragraph of your cover letter should detail the job you are applying for and, if relevant, where you heard about the job (for example an advertisement, or personal recommendation).

*Complete the following opening paragraphs using the word in the box.*

|  |
| --- |
| advertised, application, consideration, enclosed, enquire,  graduate, qualified, recommended, requirements, response |

1 I am a final-year student who is about to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a bachelor’s degree in Computer Science from

Babeș-Bolyai University. I am writing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about possible employment opportunities with IBM. I

am interested in a position related to database administration.

2 I am writing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your job posting for a front-end website developer on your company’s

website. I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my CV for consideration.

3 I was recently speaking with Mr Fox from your firm and he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I send you a copy of my CV.

Knowing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position, he felt that I would be an ideal candidate, given my experience in

international sales.

4 I would like to apply for the post of Commercial Solicitor in your firm as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

Legalpositions.com. As a recent graduate, I was particularly happy to see that the position is open to newly

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lawyers.

5 Please accept this letter as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Software Engineering position currently listed on

Monster.com. My CV is attached for your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Writing the main body

* In the main body of the letter you need to show why you are the right person for the job, by highlighting your most relevant experiences and skills as they relate to the position you are applying for. It is important to demonstrate evidence of your skills clearly. It is not enough to claim that you are ‘hard-working, flexible team player with excellent IT skills’; you need to provide evidence.
* In the body of your cover letter, it is essential that you are able to demonstrate how your work experience and skills match the specific position you are applying for.

To do this, you need to:

* read the job description carefully;
* identify the skills and experience the company is particularly interested in;
* show any parallels with previous posts you have held or other experience.