

CVs and cover letters

VOCABULARY

LEVEL
Lower-intermediate

NUMBER
EN_BE_2321V

LANGUAGE
English





Goals

- Can identify the difference between a CV and a cover letter.
- Can correctly use simple vocabulary and key phrases relating to CVs and cover letters.







Preview and warm-up

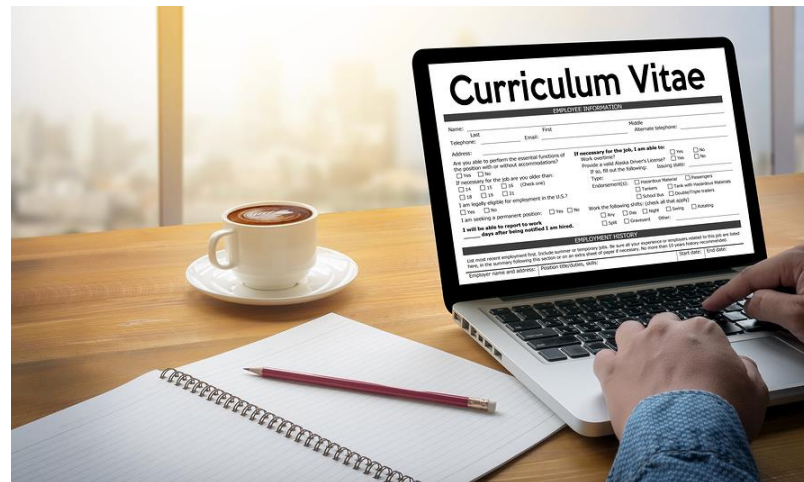
In this lesson, you will learn vocabulary commonly used in CVs and cover letters.



You will need a CV to **summarise** your professional experience and a cover letter to **introduce** yourself

CV

A CV is a *curriculum vitae*. A CV is an organised list of your work experience, education, and skills.



I will need a **CV** to apply for a job.

Profile

A career profile, or overview, will include both a summary and objective together.



A **summary** describes what you have done.



An **objective** describes what you hope to achieve.



Sections of a CV

Personal information

Your **personal information** includes your name, location, and contact information.

Summary

The **summary** is a short description to describe what you have accomplished.

Objective

A good CV will have a clear **objective** stating your career goals.

Education

Education includes degrees, certifications, and training.

Professional Experience

The **professional experience** section will list your jobs and describe your duties.

Skills

Skills are the things that you are good at.

Other Interests

Sometimes you may want to share more details about yourself on your CV. You may share hobbies, volunteer work, or even research interests.



What **other interests** can you include on your CV?



How to organise my CV

Maria Silva

London WC1E 6BT UK

+44 20 7234 3456

maria.silva@email.com

Profile

Creative professional with 3 years of experience successfully managing client accounts. Motivated university graduate seeking to advance career in advertising.



How to organise my CV

Education

Bachelor in Business, 2017

University of Central London, London, UK

Professional Experience

Merriman Advertising

Account Manager | 2017-Present

- Work with clients
- Manage advertising campaigns
- Propose project ideas

Skills

Project management

Communication

Leadership

Other Interests

Red Cross volunteer



Label the sections of a CV

A

Mary Ann Potter
1001 Langley Ave.
Chicago, IL 60644
678-777-9311
mapotter@email.com

B

Administrative Assistant

- Filed paperwork
- Answered phones
- Greeted clients
- Scheduled appointments

C

- Communication
- Project management
- Customer service

D

Bachelor in Business

1. Skills

2. Personal Information

3. Professional Experience

4. Education



Which section does it belong?

1. Career Goal

a. Education

b. Skills

c. Objective

d. Personal
Information

2. Fluent in English

a. Skills

b. Personal
Information

c. Summary

d. Objective

3. Bachelor degree in Accounting

a. Summary

b. Education

c. Experience

d. Skills

4. Phone number and email address

a. Professional
Experience

b. Objective

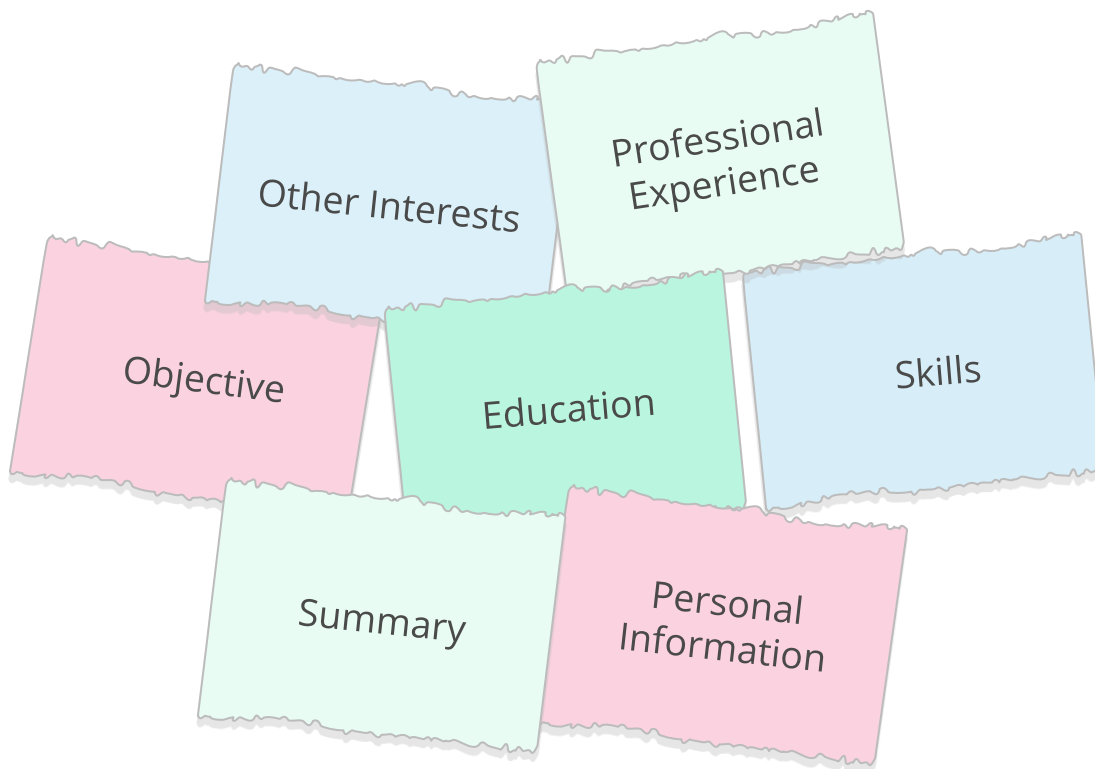
c. Skills

d. Personal
Information



Do you remember?

Work together to put the CV in the correct order

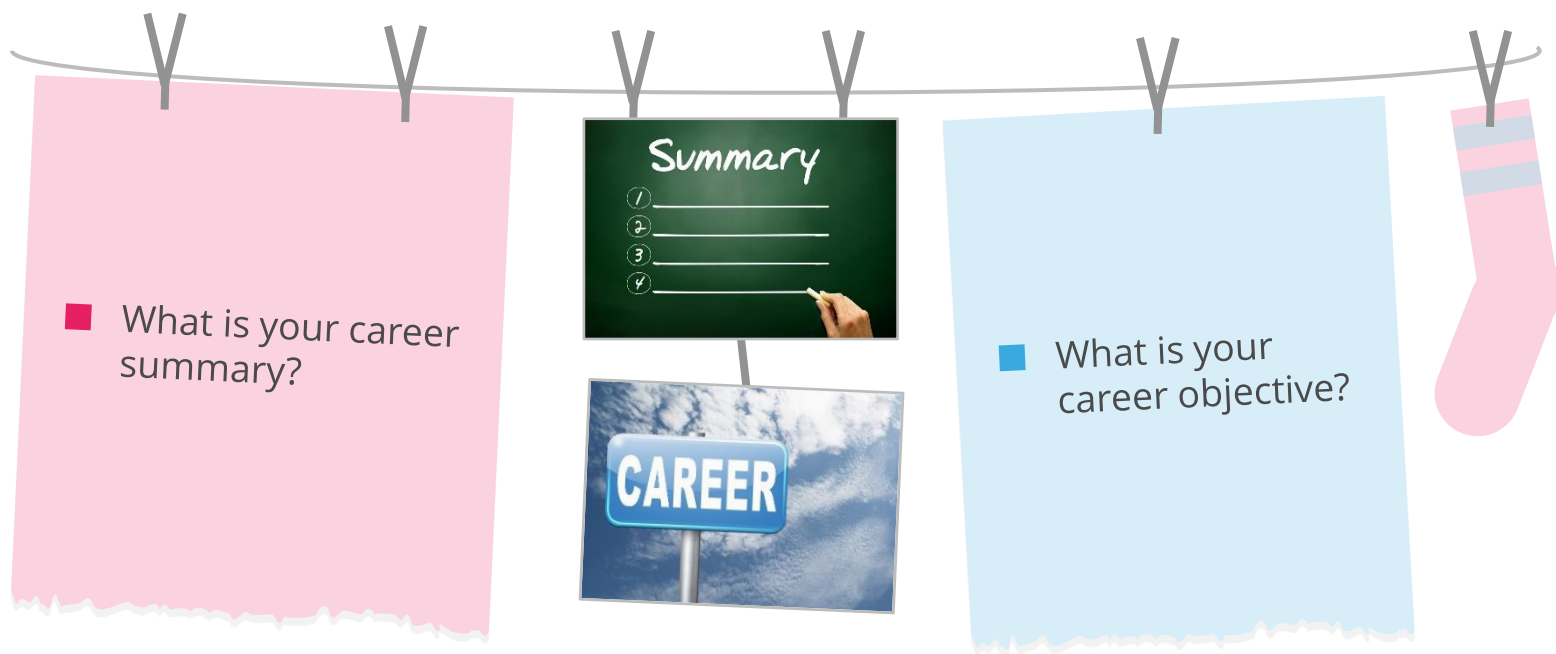




Your CV profile

Imagine you are creating a new CV. You need to create a career profile that includes a summary and an objective statement.

Remember, the summary describes what you have done and the objective describes what you hope to achieve



Cover Letter

You write a cover letter to introduce yourself, express interest in a job, and explain why you are the best candidate.



The job ad says the **cover letter** is optional.



Sections of a cover letter

Header

A complete **header** will have your contact information and who the letter is addressed to.

Greeting

Always use a professional **greeting**.

Body

The **body** of a letter has 3 paragraphs and a conclusion.

Closing

A cover letter should have a **closing** statement and your signature at the end.



Cover letter format

[Header]

[Greeting]

[Body]

[Closing]



Useful phrases for a cover letter

**Here are some greetings and closings you may see on a cover letter.
What other greetings and closings can you think of?**

To Whom It May
Concern:

I look forward
to hearing from
you!

Kind Regards,

I can be
reached by
phone or email.

Hello,

I am writing to...

A blank sheet of lined paper with a spiral binding on the left side, intended for writing additional greetings and closings.



CV or cover letter?

Put each word in the correct list

explain

list

paragraphs

employer's name

greeting and
closing

complete job
history

other interests

personal
information

CV

Cover letter



Why?

Why do we need a cover letter?

To introduce

To explain

To summarise

To express

years of experience (with)



I have 20 **years of experience** working **with** clients.

to have a bachelor's in

to have a master's degree
in



You need a **master's degree in** accounting to be an accountant.

references available on request

An employer will request references as a part of the hiring process. References are professional contacts that can describe your work. You will have to provide a list of references for the employer to contact.



I will put “**references available on request**” on my CV and provide a list when the employer asks.



Skills



A sales job requires good **people skills**.

I will add English to my **language skills**.



Computer skills are required for the tech job.

It is important to **have knowledge of customer service**.





My new CV and cover letter

Read about what to include on a good CV and cover letter

I am writing a new CV and cover letter to apply for a new job. I want to show **employers** that I am the best **candidate**, so it is important that I **present** my **qualifications** clearly. I **have a bachelor's degree** and **5 years of experience**. I have excellent **people skills**! I will list my education, job history, and skills on my CV. In my cover letter, I will **express interest** in the job I am applying for and talk about my success in my most recent job. I will also thank the employer for reading my CV and cover letter. I can't forget to include my contact information!





Challenge

**Do you recognise
these words? What
do they mean?**

candidate

qualifications

employers

present

express interest



Think and respond

Answer the questions below. Think about the text we just read and remember the sections of a CV and cover letter



1

What makes a good CV?



2

What makes a good cover letter?



Complete the sentences

Complete the sentences about your career

1. I have...years of experience...

2. My degree is in...

3. I have knowledge of...

4. My top professional skill is...



Guess the skill!

- Choose one of the pictures below and tell a story behind it. Your classmate or teacher has to guess which one it is.





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer Key

p.19

CV: list, complete job history, other interests, personal information
Cover letter: explain, paragraphs, employer's name, greeting and closing, personal information

p.13

Personal Information, Summary, Objective, Education, Professional Experience, Skills, Other Interests

p.12

1. C, 2. A, 3. B, 4. D

p.11

1. C, 2. A, 3. B, 4. D





Unscramble the phrases!

A

to whom

concern

it

may

B

forward to

with you

I look

speaking

C

references

request

upon

available

D

degree

bachelor

have a

I



Homework writing activity

Write a career profile. Try to write 5 or 6 sentences to include both a summary and an objective statement.

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Homework answer key

A-To whom it may concern; B-I look forward to speaking with you; C-References available upon request; D-I have a bachelor degree



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