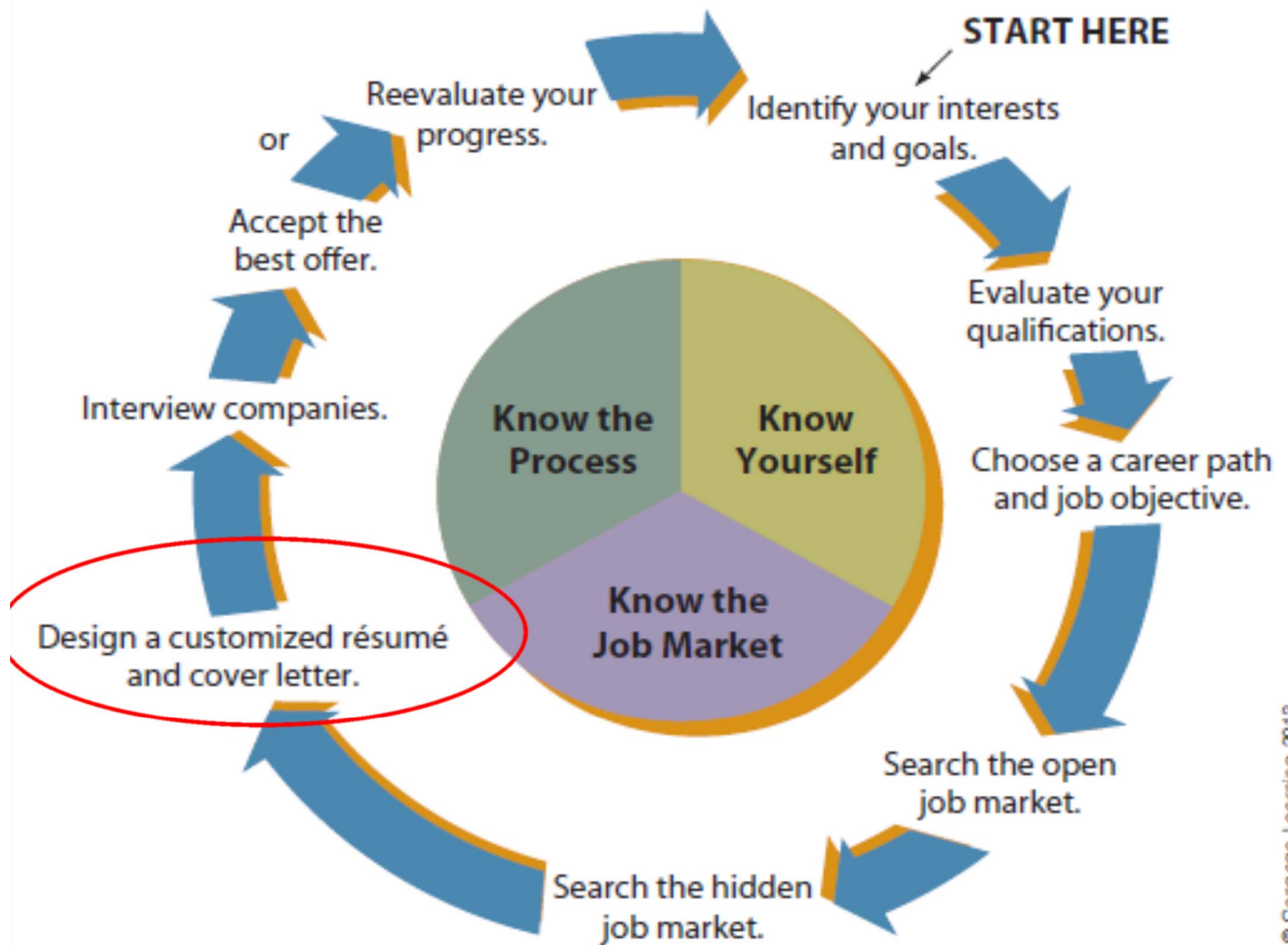


Fall 2019 VE496
Lecture notes
Week 5



Cover letter

+

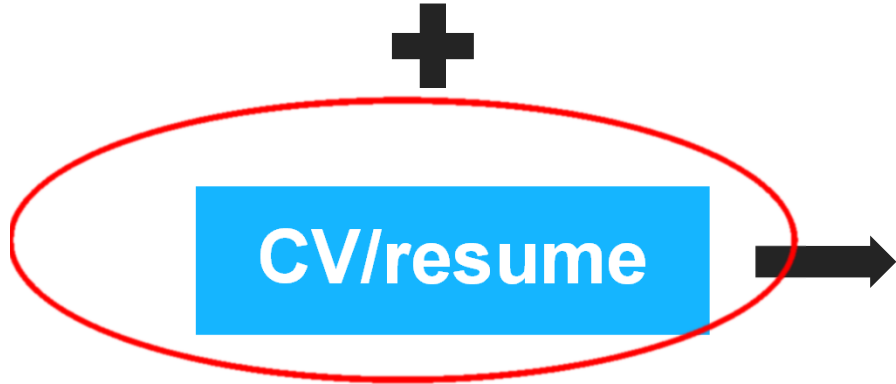
CV/resume



Job application

+

References



Resume

- Employment history
- Job titles & functions
- Degrees and certificates received
- Other professional accomplishments, etc.

Curriculum Vitae (CV)

- Education
- Awards & academic honors
- Research & publication if any
- Extracurricular activities, etc.

3 Ways of Organizing Your CV/Resume

1. Chronological

2. Functional

3. Combination

Jl student resumes

- **4 Sophomore**
- **3 Seniors**

Important:

- Use active verb
- Quantify where possible

FIGURE 13.4 Use Action Verbs in Statements That Quantify Achievements

Identified weaknesses in internships and researched five alternate programs
Reduced delivery delays by an average of three days per order
Streamlined filing system, thus reducing 400-item backlog to zero
Organized holiday awards program for 1,200 attendees and 140 workers
Designed three pages in HTML for company Web site
Represented 2,500 students on committee involving university policies and procedures
Calculated shipping charges for overseas deliveries and recommended most economical rates
Managed 24-station computer network linking data in three departments
Distributed and explained voter registration forms to over 500 prospective voters
Praised by top management for enthusiastic teamwork and achievement
Secured national recognition from National Arbor Foundation for tree project

Use action verbs & quantify

- ✓ **Represented** **1,500** students on committee involving university policies and procedures
- ✓ **Designed** **3** pages in HTML for company website
- ✓ **Calculated** shipping charges for overseas deliveries and **recommended** most economic rates
- ✓ **Managed** **24** computers linking data in **3** departments
- ✓ **Distributed** and **explained** new campus club information sheet to over **50** prospective members

Weak: Reliable

Better: Assisted with 10+ rush orders during peak season.

Weak: Presentation Skills

Better: Gave 20 individual and 7 team presentations to groups ranging from 5 to 100 people.

The Story of you → Your CV/resume + cover letter
Your “brand”



Learn to think like an employer

Types of Enterprises in China

1. State-Owned Enterprises (SOE)



2. Privately-Owned Enterprises (POE)



3. Multinational Corporations (MNC)



Hiring practices differ from country to country

Xixi Xu

School of Materials Science and Engineering

Shanghai Jiao Tong University (SJTU)

800 Dongchuan Rd. Minhang District, Shanghai, China. 200240

TEL: +86 18721915102, Email: biyi970607782@sjtu.edu.cn



EDUCATION

PhD	09/2013-present	Master	09/2010-06/2013
Research Fields:	oxide solid-state electrolytes	Research Fields:	inorganic chemistry
State Key Laboratory of Metal Matrix Composites, School of Materials Science and Engineering, SJTU, Shanghai, China		School of Materials Science and Engineering, Xiamen University, Xiamen, China	
Supervisor:	Prof. Hezhou Liu	Supervisor:	Prof. Zude Feng

PUBLICATIONS

Personal data:

Birth date

National origin

Gender

Sexual orientation

Height

Weight

Marital status (single or married)

Disabilities

Equality Employment Opportunity

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Include **month & year** information

Year-month-date
YMD (East Asia)
2016.6.12

Month-date-year
MDY (US)
June 12, 2016
06/12/2016

Date-month-year
DMY (Europe)
12 June 2016
12.06.2016

The Story of you

Work in progress



References

EXHIBIT 11-4 Thoroughness and Good Arrangement for a Reference Sheet
This reference sheet presents Julia Alvarez's references completely.

References for Julia M. Alvarez
3177 North Hawthorne Boulevard
St. Louis, MO 63139
314.967.3117
jmalvarez358@hotmail.com

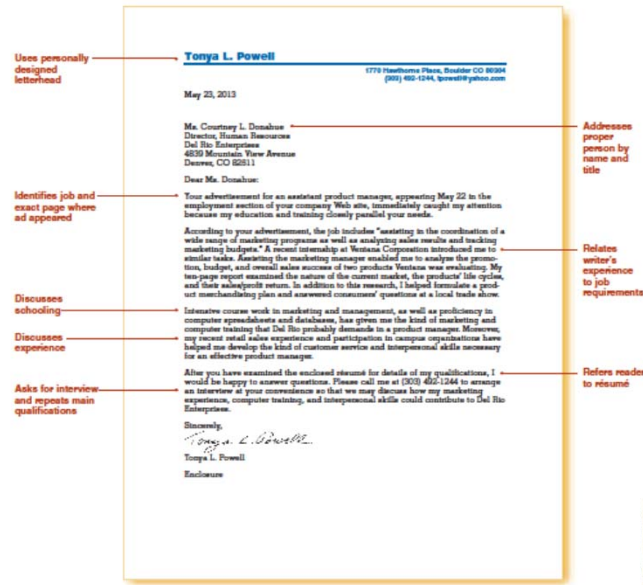
Mr. John Gibbs Human Resources Director Upton Industries 7114 East 71st Street St. Louis, MO 63139 Phone: 314.342.1171 Email: John.Gibbs@upton.com	Professor Helen K. Robbins Department of Management Wilmont University St. Louis, MO 63139 Phone: 314.392.6673 Email: Helen.Robbins@wilmont.edu
Mr. Todd E. Frankle, Store Manager The Gap, Inc. Four Points Mall St. Louis, MO 63139 Phone: 314.466.9101 Email: tfrankle@gap.com	Professor Carol A. Cueno Department of Psychology Wilmont University St. Louis, MO 63139 Phone: 314.392.0723 Email: Carol.Cueno@wilmont.edu

Heading
format
matches
résumé

Complete
information
and
balanced
arrangement

Cover letter:

FIGURE 13.12 Solicited Cover Letter



Tonya means. Using word processing, Tonya designed her own letterhead that uses her name and looks like professionally printed letterhead paper. Notice that Tonya chose a blue color accent for her letter. When used sparingly and strategically, color can help job hunters stand out. Personal branding expert William Arruda believes, "Color is a valuable tool in your personal branding toolbox that will help express your brand attributes and create emotional connections with hiring managers and recruiters." Arruda does not promote gaudy-looking application documents but suggests the consistent use of just one color—one that is best suited to reinforce an applicant's brand message.⁴²

More challenging are unsolicited cover letters, such as Donald Vinton's shown in Figure 13.13. Because he hopes to discover or create a job, his opening must grab the reader's attention immediately. To do that, he capitalizes on company information appearing in an online article. Donald purposely kept his cover letter short and to the point because he anticipated that a busy executive would be

A decorative horizontal band with a blue and white wavy, geometric pattern, resembling a stylized water or fabric texture. It is centered on the slide.

Thank you!

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