WRITING A COVER LETTER & CV

Activity 1. Here are five fragments of an e-mail sent to apply for a job. Put them in order. To help you do this activity, read the "Useful tips" section below.

USEFUL TIPS

A cover letter must be very clear and with a neat layout. Three or four paragraphs with key information should be enough. This is the usual structure:

1) **Opening salutation.**

2) **First paragraph.** Say the job you are applying for, and where you found out about it (advert on a newspaper, a web page, LinkedIn, etc.). Say when you are available and you can start working.

3) **Second paragraph.** Tell the employer why you are interested in the job, what you know about the company, and the reason they should hire you.

4) **Third paragraph.** Summarize your strengths. Give quantitative information about your achievements at work.

5) **Last paragraph.** Thank the employer and say you look forward to hearing from them soon.

6) **Closing salutation.**

7) **Signature.**

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E-MAIL FRAGMENTS:

a)

I am a freelance Photographer and Graphic Designer. I do outsourced jobs; at present I am working with Speedy Designs. I have participated in eleven design projects these last six months, which were completed to the clients' full satisfaction.

b)

Thank you for your attention. I am available for an interview at any time. I look forward to hearing from you, and hope you find my CV and portfolio of interest.

Yours sincerely,

Thomas Wellington

c)

Dear Mrs Hunter,

I am writing in reply to your online advertisement for the position of Graphic Designer (Totaljobs Ref. GD 05207). I am ready to start immediately.

d)

I have excellent Photography skills; my artwork has been selected for three advertising campaigns in magazines. I have less experience as Graphic Designer, but I am willing to grow my skills and abilities and contribute to your company's results and productivity.

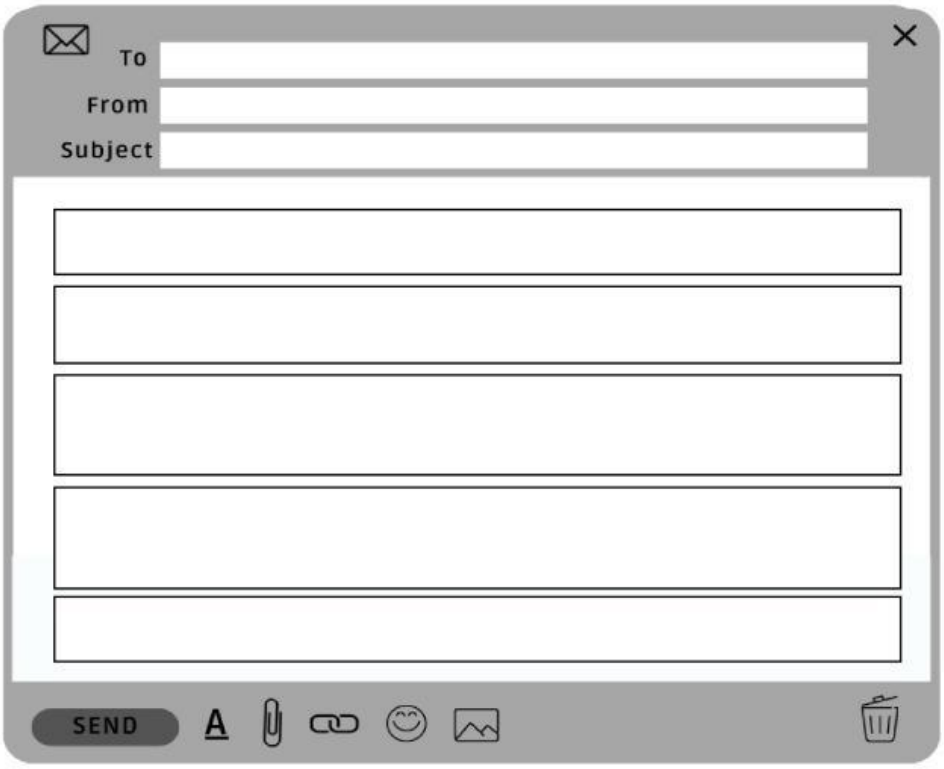
I am responsible, detail-oriented, well-organized and comfortable working both individually or as a part of a team. I speak French and Italian fluently, and I can travel at short notice.

e)

I have attached my CV and portfolio for your consideration, which include client referrals and testimonials. I would welcome the chance to work with **FASTPRINTS 4u**, which I admire for its excellent quality.

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Write the letters identifying the e-mail fragments where they belong.



Activity 2. The CV document is divided into sections that are easy to find and identify. Here are some typical CV sections. Write their names next to the type of information they contain.

Achievements; Contact Information; Education; Honours & Awards; Profile; Skills; Strengths; Work Experience.

a) It is a short introduction (50-80 words) telling the employer what kind of a person you are, the attributes and qualities that you possess and the work experience that you have. It contains some real-world examples.

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b) It is the information needed to contact you: your name & surname, phone number, e-mail address, webpage & social media links (e.g., LinkedIn), portfolio.
In countries with Anti-discrimination laws, CVs must NOT include certain information: your photograph, age, gender, marital status, ethnicity, etc.

c) This section gives the employer a brief overview of your studies and qualifications, starting with your most recent degree or education in progress.

d) The Technical skills and abilities relevant to the job you are applying for (Hard Skills). This section may include Language skills.

e) The interpersonal skills and personality traits relevant to the job you are applying for (Soft Skills).

f) This section gives a list of things you did that had a lasting impact for your company or client. They are examples detailing a skill that you used, an activity that you carried out and a quantifiable business result or benefit.
If you are selected for a Job Interview, you may be asked to give more detailed information, and provide references.

g) This part of the CV contains specific information about your employment history: previous job titles, companies and their location, employment dates, responsibilities, skills demonstrated, etc.

h) This is a list of prizes you have received for your achievements. You should only include them if they highlight a skill, attribute, or ability relevant to the job.

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Activity 3. This is a CV example created using a template; it is divided into sections and some information is missing. Write the name of the sections: **Achievements; Education; Languages; Profile; References; Skills; Work Experience.**

JANE RUSSO

DEVOPS ENGINEER

123 Anywhere St., Any Town
hallo@reallygreatsite.com
@reallygreatsite
+123-564-7809

[ ]

I am a strong, skillful, and self-organized DevOps engineer with 5 years experience of developing infrastructure-related components platform, optimizing the existing environments. Have strong scripting knowledge. Good understanding of Infrastructure-as-a-Code concepts.

[ ]

April 2022-Present **Larana. Inc.**
Senior Devops engineer

- Deliver the project from design to testing, including new programs, enhancements, and modifications
- Monitor the performance and test the server
- Participate in estimation and planning sessions
- Work closely with the Product team to deliver quality features in high-quality code and best practices
- Contribute to development of technical project documentation and user documentation
- Drive major architectural changes as we scale to improve our engineering velocity

July 2019-March 2022 **Ginyard International Co.**
Junior software developer

- set-up, maintenance and ongoing development of continuous build/ integration infrastructure
- developing pipeline for computer vision applications
- optimize the existing environments/structure
- establish and strengthen the security notification and management tools
- participate in technical discussions to aid system design, analysis, and troubleshooting

[ ]

Borcelle University
2016 - 2019 | Master in Computer Engineering

2014 - 2016 | Bachelor in Computer Engineering

[ ]

- knowledge and hand-on experience with operating systems (maintenance, troubleshooting)
- strong ops skills and support mindset
- deep understanding of modern monitoring concepts
- experience with Databases

[ ]

English native language
German advanced level

[ ]

- Engineering velocity at Larana. Inc. increased 14% after implementing proposed architectural changes.

[ ]

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