

Workshop

CV/résumé

formal

letter writing

Workshop -- CV/résumé, formal letter writing

Presentation of main characteristics and layout of cover letters (& their contents) and CV/résumé both in BrE & AmE when applying for a job.

Letter/email writing:

- letter or email?
- formal letters/emails
- cover letters/emails
- BrE & AmE styles
- discussion

Presentation of CV/resume considering:

- objectives
- content
- layout
- BrE & AmE styles
- discussion

Extended practice

DO's & DON'Ts

- what to do/what not to do
- discussion

Summing up and discussion on developing tendencies:

- Video CV/résumé
- etc.

Cover letters

Layout

Content

See:

<http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>

Cover Letter Do's and Don'ts

Do's

- **Customise your Cover Letter to the position you are applying for.** Take the time to tailor each letter to the company and potential employer to whom you are writing. "Generic" letters are easily recognizable to recruiters. If you want to send an effective cover letter then you need to tailor it to each new job for which you apply.
- **Use simple, clear sentences and avoid abbreviations.** Choose every word carefully.
- **Refer to the job** that you are interested in and how you heard about it.
- Address your letter to the **appropriate contact person**, either the employer or a human resources officer. Use their name and title and double-check the spelling.
- Refer to how your **skills, abilities and experience** match the company's needs. Mention how you will be a valuable addition to their team. Tell the employer how you can meet his or her needs and contribute to the company.
- **Provide** your name, phone number and address.
- Keep your letter to **one page**.
- **Proofread carefully.** Errors and misspellings leave a poor impression on the employers.
- **Include a closing statement:** Close the Cover Letter by indicating to your potential employer when you intend to follow up on your application
- **Appearance counts.** Type or print it out on good quality paper. Always send originals, never send photocopies or corrected versions.
- **Keep copies of your CV and cover letter.** They will help you when you follow up later.

Don'ts

- **Do not write to a department or title.** It is better to write to a real person with a real title. Address your Cover Letter to the hiring manager, HR professional or recruiter but be sure to spell their name job title and address correctly.
- **Do not send out a letter addressed,** "To Whom it may concern." or "Dear Sir/ Madam"
- **Do not write unrelated career achievements.** Customize each Cover Letter to the employer who will receive it. An employer is interested in what you can do for him/her.
- **Do not exaggerate on your experience.** Remember that your cover letter should be truthful.
- **Do not forget to give the employer a way to contact you.** Do include your phone number or email address or both.
- **Never send handwritten letters.** Your cover letter should be typewritten or word processed.
- **Do not include abbreviations.** Take time to spell words out.
- **Do not forget to enclose your CV.**
- **Do not WRITE IN ALL CAPS.**
- **Do not enclose a photo.**
- **Do not send a letter without proofreading** it carefully
- **Do not forget to spell check.** There's no excuse for grammar or spelling errors.
- **Do not use the pronoun "I"** to start every sentence.
- **Don't wait until the last day before a deadline.** Send your Cover Letter in advance.

Curriculum Vitae vs Resume

Your Resume and CV are two important documents that represent your professional identity. However, many people make the mistake of submitting a Resume when a CV is expected, or vice versa. Below you may find the main differences between the two documents.

The Curriculum Vitae

1. A Curriculum Vitae includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honours, affiliations and other details
2. The Curriculum Vitae is ideally two pages in length, though it can sometimes go up to three to five pages. (e.g. for senior level candidates, academic CVs etc.) The structure is very systematic and is generally drawn in a specific order.
3. The Curriculum Vitae includes everything that you have done and can be classified as work - paid or unpaid. It may contain voluntary and honorary positions and work done in such positions.

The Resume

1. A Resume is a precise and very brief document representing at-a-glance your key skills and main achievements. Resumes tend to focus on work experience and skills only.
 2. A Resume should not be longer than one page.
 3. A Resume would contain only what is strictly relevant to the job applied and nothing else, within one page.
- In Europe, the Middle East, Africa, or Asia, employers may expect to receive curriculum vitae.
 - In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants.

CONTACT INFORMATION

Name
Address
Country
Telephone
Cell Phone
Email

PERSONAL INFORMATION

Date of Birth
Place of Birth
Citizenship
Visa Status
Gender

Additional Personal Information:

Optional
Marital Status
Spouse's Name
Children

EMPLOYMENT HISTORY

List in chronological order, include position details and dates of employment

Work History
Academic Positions
Research and Training

EDUCATION

Include dates, majors, and details of degrees, training, and certification

High School
University
Graduate School
Post-Doctoral Training

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations
Computer Skills

AWARDS

PUBLICATIONS

BOOKS

PROFESSIONAL MEMBERSHIPS

LANGUAGES

List languages and fluency

INTERESTS



**Europass
Curriculum Vitae**

Insert photograph. Remove heading if not relevant (see instructions)

**Personal
information**

First name(s) / Surname(s) **First name(s) Surname(s)** (remove if not relevant, see instructions)

Address(es) House number, street name, postcode, city, country (remove if not relevant, see instructions)

Telephone(s) (remove if not relevant, see instructions) Mobile: (remove if not relevant, see instructions)

Fax(es) (remove if not relevant, see instructions)

E-mail (remove if not relevant, see instructions)

Nationality (remove if not relevant, see instructions)

Date of birth (remove if not relevant, see instructions)

Gender (remove if not relevant, see instructions)

**Desired
employment /
Occupational field** (remove if not relevant, see instructions)

Work experience

Dates Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)

Occupation or
position held

Main activities and
responsibilities

Name and address of
employer

Type of business or
sector

Education and training

Dates

Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

(remove if not relevant, see instructions)

Personal skills and competences

Mother tongue(s)

Specify mother tongue (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment
European level (*)

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		

Language

Language

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Organisational skills and competences

Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Technical skills and

Replace this text by a description of these competences and indicate

competences	where they were acquired. (Remove if not relevant, see instructions)
Computer skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Artistic skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Other skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Driving licence	State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions)
Additional information	Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)
Annexes	List any items attached. (Remove heading if not relevant, see instructions)

Résumé Do's and Don'ts

Résumé Do's...

- Use professional, easy-to-read fonts (e.g., Arial, Times New Roman, Garamond, etc.)
- Choose categories that emphasize your individual strengths
- Use underlining, bolding, and italics to emphasize categories and important topics
- Keep your format consistent (e.g., font size/type, order of information, layout, etc.)
- Tailor for each position
- Place the most important information first and group related experiences together
- Use power verbs to strengthen your statements
- Quantify and qualify your accomplishments
- Include relevant non-work experiences
- Emphasize transferable skills
- Keep information up-to-date
- Edit and proofread multiple times

Résumé Don'ts...

- Use a résumé template
- Use fancy and unusual fonts
- Set margins to be less than .5 on any side of the document
- Use a font size below 10 point
- Use personal pronouns, abbreviations, or acronyms
- Exaggerate your experiences or accomplishments
- Include confidential information
- Include everything and anything you have ever done
- Repeat information offered in another category
- List references on your resume (instead create a separate document)
- List inaccurate information

Action verbs

Positive action verbs should be used throughout your CV and cover letters to promote your achievements. They help make a strong impression. Here is a list of powerful action words.

Accomplish	Control	Familiarize	Monitor	Represent
Achieve	Cooperate	Formulate	Motivate	Research
Act	Coordinate	Generate	Negotiate	Resolve
Adapt	Correct	Govern	Obtain	Review
Administer	Counsel	Guide	Operate	Revise
Advertise	Delegate	Handle	Order	Scan
Advise	Demonstrate	Hire	Originate	Schedule
Analyze	Design	Identify	Oversee	Screen
Apply	Detail	Implement	Perceive	Select
Approach	Determine	Improve	Perform	Serve
Approve	Develop	Increase	Persuade	Solve
Arrange	Devise	Index	Plan	Speak
Assemble	Direct	Innovate	Present	Staff
Assess	Distribute	Inspect	Preside	Stimulate
Assign	Draft	Install	Process	Summarize
Assist	Edit	Institute	Produce	Supervise
Attain	Employ	Instruct	Program	Support
Budget	Encourage	Integrate	Promote	Survey
Calculate	Enlarge	Interpret	Publish	Synthesize
Catalogue	Enlist	Interview	Qualify	Systematize
Chair	Establish	Introduce	Raise	
Clarify	Estimate	Invent	Recommend	
Collaborate	Evaluate	Investigate	Reconcile	
Communicate	Examine	Lead	Recruit	
Compare	Exchange	Maintain	Rectify	

Compile	Execute	Manage	Reduce	
Complete	Exhibit	Market	Relate	
Conceive	Expand	Mediate	Renew	
Conduct	Expedite	Moderate	Reorganize	
Contract	Facilitate	Modify	Report	

Common Mistakes

- Misspelling the name of the company or the addressee.
- Not having a reply address on the CV. Remember to add all your contact details name, telephone number, mobile, email, and address so that the potential employer can reach you.
- Trying to be amusing
- Using lower case i for the personal pronoun: "i have excellent communication skills"
- Spelling mistakes: Use the spell-check tool, but remember that the best proofreader is another person. Be sure that there are no spelling errors, poor word choice, or misuse of language. These mistakes are not acceptable as it might appear that you are insufficient to do the job.
- Do not use the same verb to describe your work experience. Use a variety of action verbs to prove your transferable and diverse skills.
- Leaving out dates: Include dates because leaving them out might seem like you are trying to hide certain information.
- Using someone else's words .It can be obvious that what is written is not in your own words when you do not speak like you write. Prepare your CV in your own words!
- Unprofessional email address. Use an email address that is professional. The use of email address such as spiderman @example.com, is not likely to impress an employer!

New tendencias – video resume

<http://www.youtube.com/watch?v=Nv6mDeFPT2M>

<http://www.youtube.com/watch?v=UItwM-8JjdE>

<http://www.youtube.com/watch?v=7V9xPMQnQZU>

<http://www.teinteresa.es/increible/llamado-gente-llorado-ver-curriculum-0-710331091.html>