



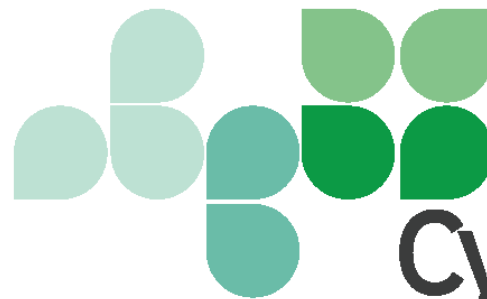
PRESENTATION:
CV and Cover Letter

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Overview

- What is a CV
- Types of CVs
- What CV type is appropriate for me?
- Main sections of a CV
- Great CV tips
- Application forms
- Europass CV
- Cover letter



What is a CV?

CV = Curriculum Vitae or Resume

Your CV is:

- a marketing tool
- one of the most important ways in which you can “market” yourself to employers

REAL FACTS - Employers:

- may receive hundreds of job applications for a single vacancy
- use CVs to match job hunters with available vacancies
- may spend 20-30 seconds on a first read-through of your CV

Therefore your CV MUST:

- Be impressive
- Contain the proper information but also the correct amount of information

Types of CVs

- School Leaver CV
- College Leaver CV
- Graduate CV
- Chronological CV
- Functional CV
- Hybrid CV
- Early Career CV
- Mid – Career CV
- Mature Career CV
- Redundancy CV
- Unemployed Job-seeker CV
- Returning to work CV
- Career change CV

Types of CVs (cont.)

Chronological CV

- The most popular and most widely used type of CV
- It is based on your Career History/Work experience listed in reverse Chronological order
- Most suitable for people who have had quite a lot of work experience and want to stay in the same line of work
- Focus is on:
 - ✓ The work you have done
 - ✓ The employers you worked for
 - ✓ What you did in each job
 - ✓ What you achieved



Most preferred CV from the side of the employer

Types of CVs (cont.)

The Functional CV

- Focuses on your skills and knowledge
- Select 3-4 skills you possess, describe them and what achievements they have helped you to accomplish –use the job advert, job description and person specification
- Most suitable for:
 - ✓ school, college or university leavers
 - ✓ unemployed
 - ✓ return to work after a break
 - ✓ change in career
 - ✓ have gaps in you work experience



Many employers find it difficult to appreciate a Functional CV

Types of CVs (cont.)

The Hybrid CV

- Combination of chronological and functional CVs
- Select 3-4 skills you possess, describe them and what achievements they have helped you to accomplish –use the job advert, job description and person specification
- List your career history and include details about your responsibilities and duties in your current job as well as 1 or 2 of the previous jobs you had (reverse chronological order)
- Most suitable if you:
 - ✓ are in the early stages of your career
 - ✓ are just starting your career, but already have some work experience
 - ✓ have gaps in your work experience



Employers prefer this over the Functional CV

What CV type is appropriate for me?

Graduates CV

Functional CV or Hybrid CV

Main sections of a CV

- A. Contact details
- B. Career Objective
- C. Career history
- D. Educational qualifications
- E. Interest and activities
- F. Skills and Achievements
- G. References

Main sections of a CV (cont.)

A. Contact Details

- Name
- Postal address
- Home phone number
- Mobile phone number
- Email address

Main sections of a CV (cont.)

Contact Details: Name

- Write your full name CORRECTLY
- Write your name as a title of header
- Have your name appear in all pages of your CV
- Use page numbering (i.e. 1 of 2)

Main sections of a CV (cont.)

Contact Details: Postal Address

- Ensure you record your FULL address correctly
 - ✓ Street Address
 - ✓ Number
 - ✓ Building Name, Flat and Floor Number (where applicable)
 - ✓ County (where applicable)
 - ✓ City
 - ✓ Country
 - ✓ Postcode

Main sections of a CV (cont.)

Contact Details: Phone Number

- Write your Mobile number CORRECTLY
- Write your Home number

Use: +357 22123456

Contact Details: Email address

- Make sure that your email address is valid and APPROPRIATE

appoeli@....com

Main sections of a CV (cont.)

B. Career Objective

- Career objective is essential for new entrants to the job market i.e. university graduates
- Gives a short description of why do your are applying for the specific job
- There must be a fit between what the employer is looking for in an employee and what you are looking for in your career
- Keep your career objective brief and to the point. Aim for no more than 2-3 lines of text

Main sections of a CV (cont.)

SAMPLE OF JOB ADVERTISEMENT

Accounts Assistant

The Company

Award winning European Investment Firm, with a substantial asset base and trading in the global financial markets, is looking to appoint an **Accounts Assistant to join the Finance team.**

The Role

As the successful candidate you will report to the Accountant of the Group and will be undertaking a number of operational accounting functions including:

- Recording of transactions on the accounting system
- Reconciling invoices to agreements with associates and purchase orders
- Performing reconciliations of supplier and bank accounts
- Performing intra-group reconciliations
- Administering payments to suppliers, and issue of invoices and receipts from customers
- Maintain the company Petty Cash system and the fixed asset register

You will also be expected to develop your skills by assisting during the preparation of management reports, management accounts, consolidated financial statements, budgets and cash flows.

The Individual

This is an ideal position for an accounts assistant with the following professional profile:

- At least 2 years experience in a similar role
- Trustworthy, reliable, ambitious, dynamic and ability to work under pressure
- Good written and oral communication skills, as well as strong organisational skills
- Be accurate and focused with attention to detail
- Be flexible in outlook and approach
- Holder of the LCCI Intermediate and Higher examinations. Holding the AAT or CAT diploma will be considered an additional advantage
- Very good proficiency in English, knowledge of the Greek language will be an advantage
- Computer literate and well skilled in Windows platforms and Microsoft Office applications (MS word and Excel are a must)

Main sections of a CV (cont.)

SAMPLE Career Objective

Looking for a position as an Assistant Accountant in an organization where I can apply my knowledge and develop my skills.

Mains sections of a CV (cont.)

C. Career History

- Mention the names of previous employers
 - ✓ Recruiters want to know the name of your previous employers in order to be able to match your experience with what they are looking for
- Include dates for the jobs you've had during your career – use correct dates
 - ✓ Start with the latest job you had
- List your main responsibilities
 - ✓ Mention the main tasks you had performed during your employment
 - ✓ Mention your main achievements (things you did well)



This is the biggest section for experienced candidates!!

Main sections of a CV (cont.)

D. Educational Qualifications

- List all qualifications obtained starting from the highest one
- Mention the name of the Institution and the course/diploma obtained
- Mention your final grade and indicate whether it has been achieved or expected
- List some important subjects which are also related to the post you are applying

Main sections of a CV (cont.)

E. Interests and Activities

- Mention 3-4 interests
- **DO NOT** invent interests as you will be asked about them in the interview
- Avoid interests such as:
 - ✓ drinking with friends
 - ✓ clubbing
 - ✓ watching TV
 - ✓ hanging with friends
- Check your interests and activities against the employer and the job you are applying for

Main sections of a CV (cont.)

F. Skills and Achievements

- Types of Skills
 - ✓ **Specific**
 - Language
 - Computer
 - GCE / LCCI
 - ✓ **Transferable or Generic**
 - Leadership
 - Organizational
 - Communication

Main sections of a CV (cont.)

Skills

Match your skills with what the employer is looking for

- Look the job ad or the job description for clues
- 4 – 5 is usually adequate number of skills to include on your CV
- Expand on your skills (depending on the type of CV you are using)

Main sections of a CV (cont.)

Achievements

- Things you have done well since now
- Include achievements that are relevant to the job you are applying for
- Whenever possible quantify your achievements

Main sections of a CV (cont.)

G. References

- 2 references are enough
- Include names and contact details of your referees
 - ✓ Contact your referees in advance and ask for their permission
 - ✓ Ensure that they know you and have something positive to say
- Choose your referees very carefully
- References are mainly checked prior your employment and after your interview

Great CV tips

Great CV Tips – Language and Grammar

- No need to use first person pronouns. For example instead of saying “I supervised a team of 10 people” you can simply say “Supervised a team of 10”
- Use present tense to describe your present job and past tense for previous jobs
- Minimize the use of articles (a, an, the). For example instead of saying “ I trained the staff on a regular basis” you can say “Trained staff regularly”
- Use short sentences

Great CV tips (cont.)

Great CV Tips - Presentation

- Make sure there are no marks on the paper
- Leave “white space” on your CV. It makes it look tidy and easier to read
- Do not include drawings, clip art or photograph of yourself
- Print your CV:
 - ✓ one side of the paper
 - ✓ in black ink
 - ✓ on A4 paper
 - ✓ on white paper
- Choose the type of fonts wisely i.e. Arial, New Roman, Verdana and Geneva

Great CV tips (cont.)

Great CV Tips – Presentation (cont)

- Only use one font type throughout your CV
- You can use different font size for headings / your name (12 points) and different for main text (10 points)
- Use bold characters to highlight words and phrases such as:
 - ✓ Your name
 - ✓ Section headings
 - ✓ Dates for jobs you have had
 - ✓ Titles of jobs you have had
 - ✓ Key achievement and skills
- Using Italics - only where you have no other way to draw the reader's attention

Great CV tips (cont.)

- **Checking spelling**

NEVER send your CV to an employer without checking the spelling several times by:

- ✓ Using spelling checker
- ✓ Reading your CV through
- ✓ Give to someone else to check

- **Tailor your CV**

- ✓ Career Objective
- ✓ Skills and abilities
- ✓ Professional Development

- **Use Action words to describe your experience and achievements**

- ✓ Managed, organized, created, coordinated, trained, devised

- **Send your CV to the correct recipient**

- ✓ Appropriate channel
- ✓ Correct contacts

Application Forms

Uses of application forms

Most employers, training organizations, universities use them in the initial selection

Facts about application forms

- More applicants are rejected at the application stage than at any other part of the selection process
- Employers are only human. If your application form is difficult to read or poorly written they won't waste time on it

Tips

- Check spelling
- Complete all parts
- Do your research
- Prepare to analyze everything you include in the application

Europass CV

LINK: <http://europass.cedefop.europa.eu/en/home>

Cover Letter

What is a Cover letter

A brief letter that introduces your resume to the company or organization to which you are applying.

Content

- Emphasize why you want to work for that particular organization and why you will be a good fit.
- State for what position you are applying for
- Highlight or expand on key information from your resume
- Encourage the reader to take a closer look at your resume

Format

- Address your cover letter to a named individual if possible
- Make it brief – 1 page or less
- Include personal detail

Cover Letter (cont.)

Your Address:

Street Address

City, State and Zip Code

Date

Contact Person's Address:

Mr./Ms. _____

Title

Company or Organization

Street Address

City, State and Zip Code

Dear _____,

First Paragraph: Introduce yourself by stating your degree program and the year in which you will graduate. Specify whether you are seeking a permanent or summer position. Tell why you are writing, and name the position, field, or general vocational area in which you are interested. Tell how you heard of the opening or organization.

Second Paragraph: Mention a few qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, type of work, or location. If you have related experience or specialized training, you may point it out. Refer the reader to the enclosed resume, which will give additional information concerning your background and interests.

Third Paragraph: Close by stating your desire for an interview. You may want to include your contact information (phone and email) so the reader knows how you can be reached.

Sincerely,

Applicant Signature

Applicant Name

THANK YOU!

