

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقَدْ رَبَّ زِدْنِي عِلْمًا

صدق الله العظيم



نقدر...؟ طبعاً نقدر

C.V. writing Skills





Objective

How to write a **C.V.**

How to write a **Cover Letter**





A

Genda

- What is a C.V.?
- C.V. versus Resume
- What does a C.V. contain
- DO & DON'T in a C.V.
- C.V. Styles
- Cover Letters
- Q&A .



Curriculum Vitae

Latin Translation

“The Course of one’s life”

Dictionary Translation

“Outline of a person’s education
& career summary”





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C.V.

A detailed biography

Resume

a brief written account of personal, educational, and professional qualifications and experience.

Profile

A paragraph explaining about yourself and your experience.



Why do we need a C.V.?

First Impression

To get to the interview

Critical Fact:

Employer scan CVs
in 10 seconds !!!





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What should a C.V. contain?

Personal Information

Lindsay Crook

Permanent Address
9999 Avenue M
Hometown, USA
(888) 323-3232

Purdue, IN 00000
(999) 555-5555
Linds@purdue.edu
<http://expert.cc.purdue.edu/mine>

JOB OBJECTIVE:

A full-time position in systems analysis and design. Specific areas of interest include databases and web applications.

EDUCATION:

Purdue University, West Lafayette, IN
Information Systems, Bachelor of Science, anticipated May 2002
Leadership & Supervision, Associate of Science, anticipated May 2002
Graduate Index: 3.62/4.0

EMPLOYMENT:

GE Industrial Systems, Ft. Wayne, IN Summer 2001
Information Management Leadership Program Intern
Updated web application with Visual Basic and HTML
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Kroger Corporate Office, Cincinnati, OH Summers 1999 and 2000
Management Information Systems Intern
Provided setup and support for office PCs
Assisted in creation and maintenance of PC inventory database
Documented software and hardware installation procedures
Researched and recommended hardware solutions
Removed processes orphaned on processors

Purdue Computing Center, West Lafayette, IN 12/00-5/01
Lab Assistant
Answered end user questions and reported equipment problems

Purdue Computer Science Dept., West Lafayette, IN 1/00-5/00
Teaching Assistant

OTHERS

System Architect
ERWin

Visual Basic
SQL

AIX and SCO UNIX
HTML

Cold Fusion
BrioQuery

OBJECTIVE

EXPERIENCE



What should a C.V. contain?

Personal information

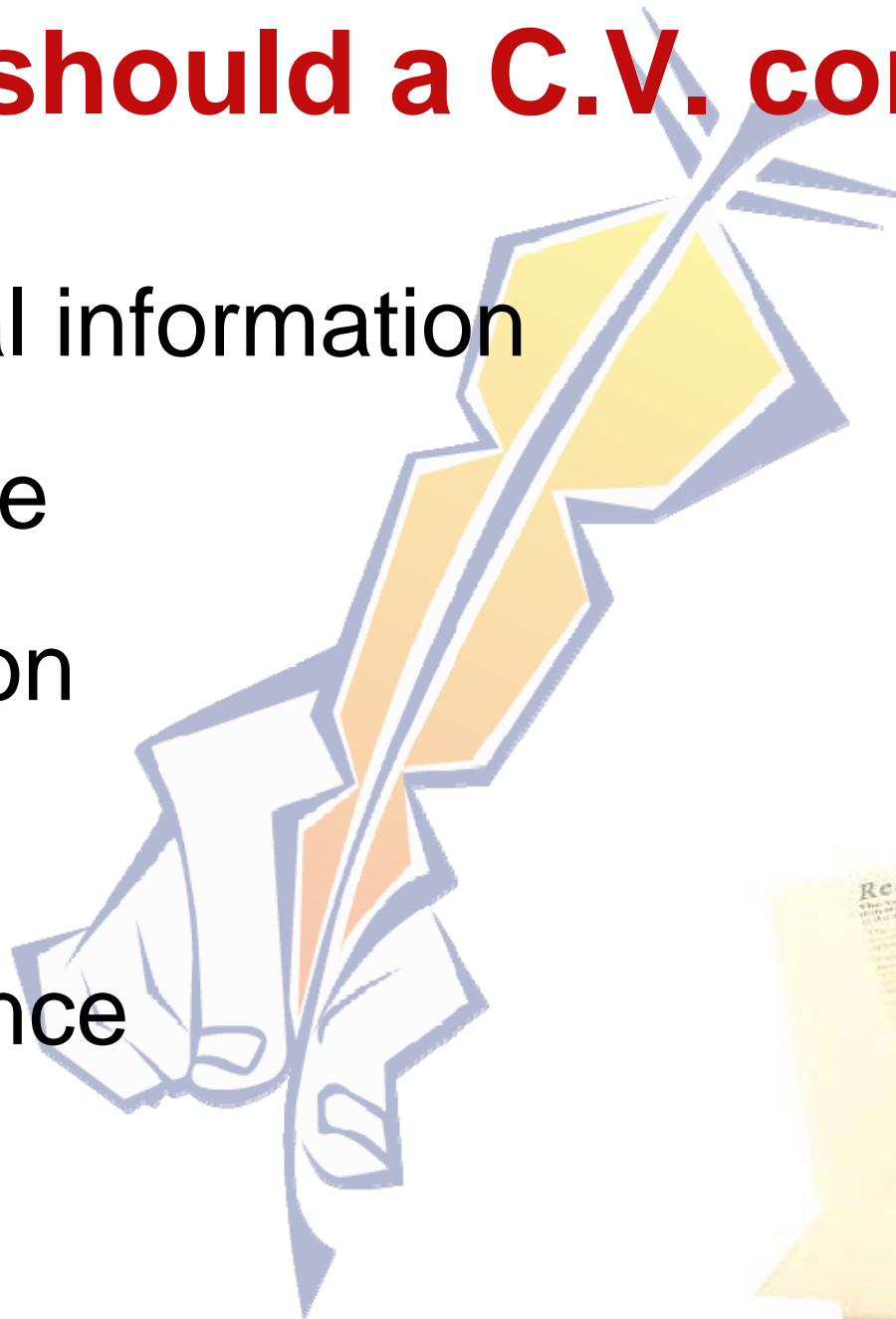
Objective

Education

Training

Experience

Others



What should a C.V. contain?

Extracurricular Activities

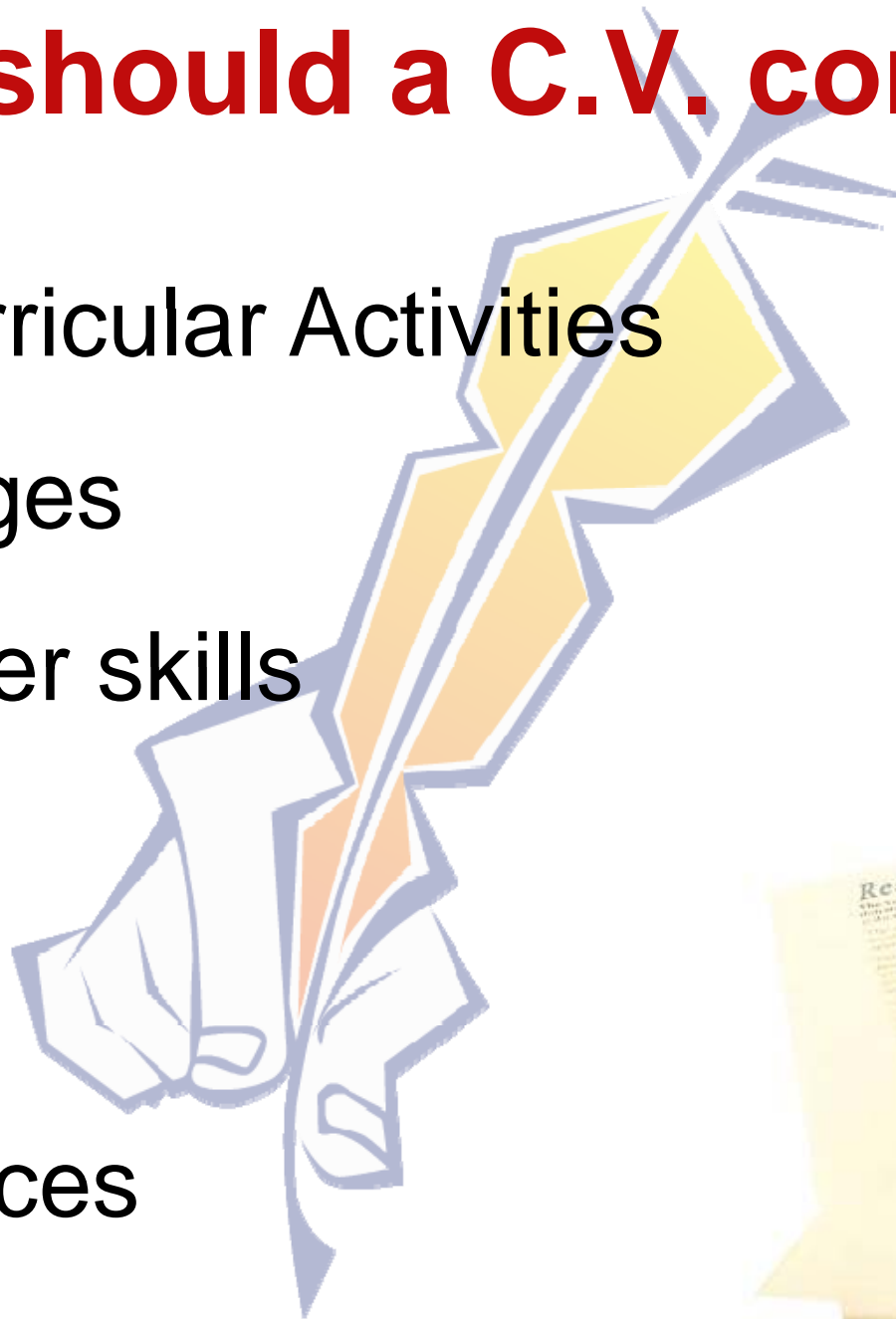
Languages

Computer skills

Hobbies

Travel

References



How to write each section?

Personal Information



123 Mohamed Farid st.,
Heliopolis,
Cairo, Egypt
P.O.Box 11351

Phone +2-012-444 5555
Fax +202-242 0000
E-mail mahmoud@yahoo.com

Mahmoud Sami

Personal Information

Name : Mahmoud Sami El Baroudy

Age : 28 years

Nationality: Egyptian

Social Status : Married

Date of Birth : 14/11/1976

Military Service : Completed

How to write each section?

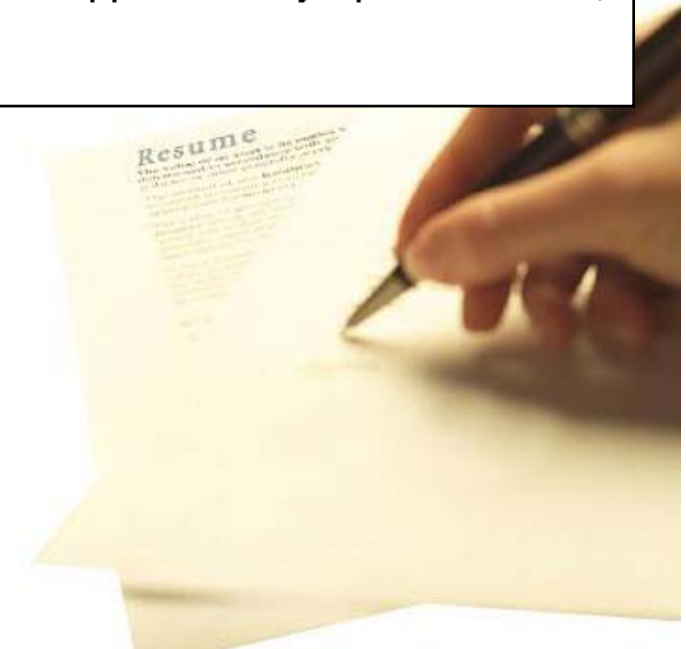
Objective Statement

Objective _____

To obtain a position with a licensed architectural consulting firm with client base in arts and entertainment, health care, higher education, and professional athletics.

Objective

To join a multinational firm that would appeal to my qualifications , through working within a teamwork



How to write each section?

Objective Statement

Avoid over generalized statements:

to obtain a position that allows me to use my knowledge and skills in various sectors.

Avoid statements that focus only on what a company can do for you:

A position where I learn through extensive training and gain experience in working on quality assurance.

Make the statement a Win/Win situation:

To obtain a position which allows me to apply my background in engineering and high computer skills to cost control, quality assurance and project management.



How to write each section?

Education



Education

1994 - 1999

Ain Shams University

B.Sc. Civil Engineering

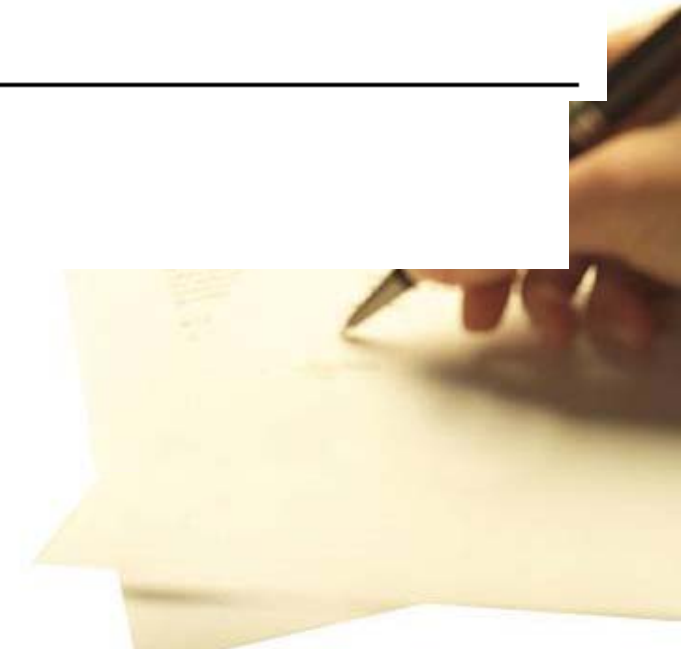
Education

- NORTHWESTERN UNIVERSITY, Evanston, IL
MBA The J.L. Kellogg Graduate School of Management
Specialty: international marketing

1982–1984

Thanaweya Amma

Score: 99%



How to write each section?

Training

Summer Training

July – September 1998

Consulting Engineers

Trainee

- participated in the preparation of bill of quantities for golden beach resort in Hurghada
- complete design and drawing sheets for a single floor villa
- participated in the preparation of time schedules for different projects using Primavera II

July – September 1997

Brothers' Construction Group

Trainee

- participated in the study ,analysis and cost estimation of various construction projects
- participated in the preparation of bidding documents for these projects
- supervised a complete interior designing job for an apartment

How to write each section?

Experience

E

Experience

CHEROKEE INTERNATIONAL MARKETING, INC.
New York, NY and Milan, Italy

President and Chief Executive Officer 1992–present

- Manage \$50,000,000 international marketing firm, which specializes in providing services for major manufacturers of consumer products
- Firm employs 3,000 worldwide
- Increased profits 25% (1994) and 35% (1995)
- Increased clients by 50% (1993); very effective in creating client loyalty
- Board of Directors has approved plan for opening offices in Barcelona, Frankfurt, London, and Toronto

PROCTER & GAMBLE
Rome, Italy and Dublin, Ireland

Vice President, Marketing European Division 1988–1992

- Implemented marketing strategies for detergents, soft drinks, and pharmaceuticals
- Managed staff of 125, representing diverse cultural and linguistic backgrounds

How to write each section?

Languages

Arabic : Mother tongue

English : Fluent spoken and written

Others : Conversant in French

Good Knowledge of Spanish

**Good Reading, Writing and Verbal skills
in German**

Resume

How to write each section?

Skills

Self related skills

Accurate

Honest

Tolerant

Meticulous

Transferable skills

Communication, Leadership, Creativity,
Analytical, Organizational

Job-related skills

Technical know-how



How to write each section?

Computer Skills

COMPUTER SKILLS

Software Development

Extensive knowledge of C; C++, and COBOL; data communications/networking; TCP/IP; Ethernet; database and design support software; fault tolerant computing; RISC technology; UNIX; VSAT; ATM; Windows NT.

Hardware Development

Experienced in design, testing, quality assurance, systems integration, reliability, and field engineering of computer systems and subsystems that include CPUs, memory systems, power supplies, power distribution systems, storage devices (tape disks and optical devices), and storage subsystems (device, power, packaging, and controllers). High speed ECL, CMOS, and RISC technologies, which utilize state-of-the-art CAD and CAE design.

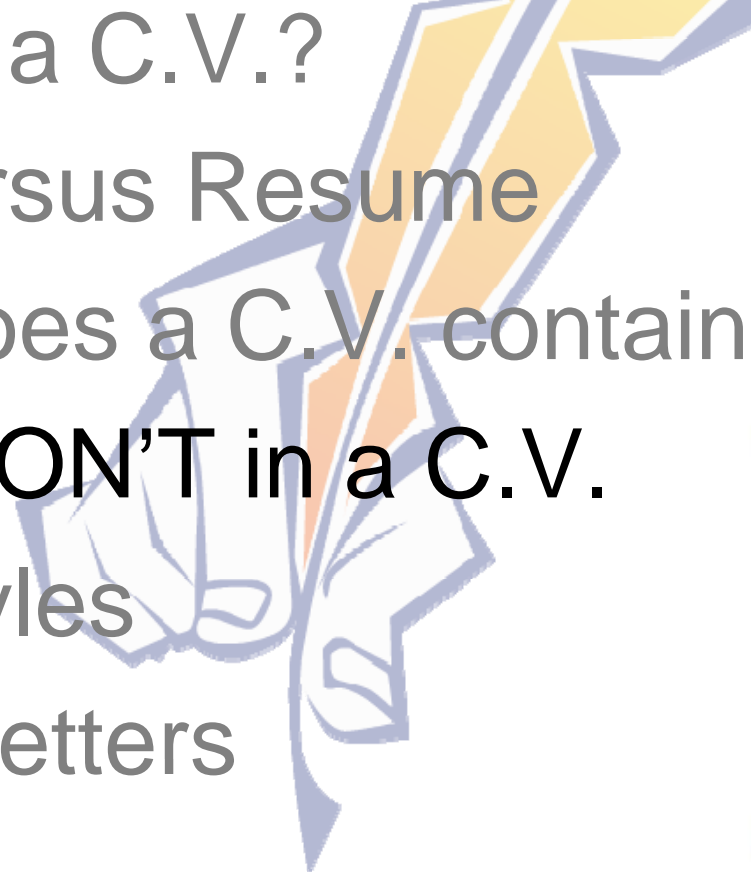
Networks

OSI; LAN; CICS; NOVEL; ISDN; frame relay; satellite multiple access techniques; terrestrial networking interfacing.



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 - **DO & DON'T** in a C.V.
 - C.V. Styles
 - Cover Letters
 - Q&A .
- 



DON'Ts in C.V.

Personal Information

Name : Mahmoud Sami El Baroudy
Age : 48 years
Nationality: Egyptian
Social Status : Married
Date of Birth : 14/11/1956
Military Service : Completed



Objective

To join a multinational firm that would appeal to my qualifications ,
through working within a teamwork

123 Mohamed Farid st.,
Heliopolis,
Cairo, Egypt
P.O.Box 11351

Phone +2-012-444 5555
Fax +202-242 0000
E-mail mahmoud@yahoo.com

Curriculum Vitae

DON'Ts in C.V.

- "I have an excellent track record, although I am not a horse."
- "I am loyal to my employer at all costs. Please feel free to respond to my resume on my office voicemail."
- "Note: Please don't misconstrue my 14 jobs as 'job-hopping'. I have never quit a job."
- "Finished eighth in my class of ten."
- "Worked on enhancing HJGY through applying the MSBC while working in the XDF consulting firm".

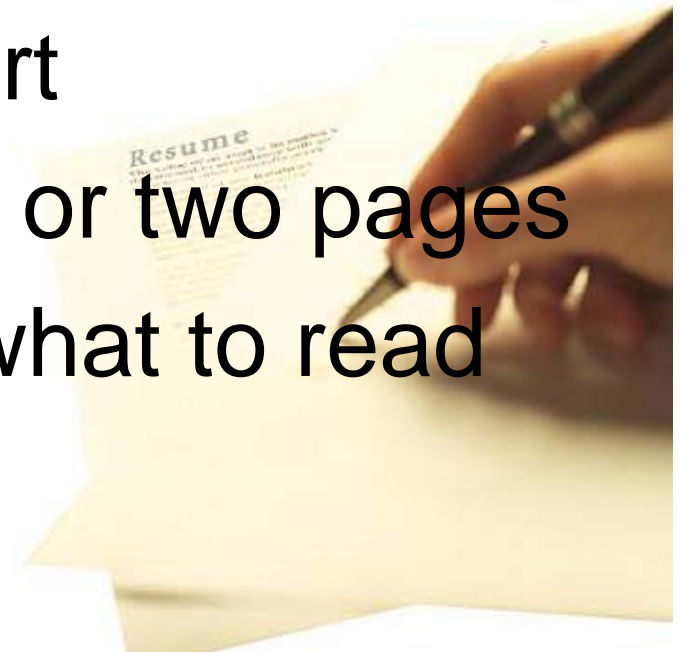
DON'Ts in C.V.

1. Photos
2. Any sort of failure
3. The words I , he , me , my,...
4. References
5. Reasons for leaving each job
6. List of your schools
7. Salary information
8. Patterns and graphics
9. Abbreviations
10. Typing mistakes



Things to DO in your C.V.

- Highlight your strengths
- Structure your resume like a pyramids
- Be sure your resume is easy to read
- Keep your sentences short
- Keep your resume to one or two pages
- Help your readers know what to read



C.V. Styles

Chronological form

job experience lists in reverse
chronological order

- **Advantage:** clear & logical
- **Disadvantage:** with limited experience, gaps are evident



C.V. Styles

Chronological form

- Dates
- Name and type of organization providing education and training
- Title of qualification awarded
- Principal subjects/occupational skills covered

1997-2001

Brunel University, London, UK

Funded by an Economic and Social Research Council Award

PhD

Thesis Title: *'Young People in the Construction of the Virtual University'*, Empirical research directly contributes to debates on e-learning.

- Dates
- Name and type of organization providing education and training
- Title of qualification awarded
- Principal subjects/occupational skills covered

1993- 1997

Brunel University, London, UK.

2(I) Bachelor of Science in Sociology and Psychology.

Sociology of Risk, Sociology of Scientific Knowledge/ Information Society, E-learning and Psychology, Research Methods.

C.V. Styles

Functional form

arrange work experience according to areas of skill

- **Advantage:** draws attention to accomplishments
- **Disadvantage:** Some employers are suspicious of gaps



C.V. Styles

Functional form

Team work

- Worked in various types of teams from research teams to national league hockey.
- Coach of university hockey team for 2 years

ORGANISATIONAL SKILLS

- Set a complete financial plan for an on-campus international conference
- Planned a fundraising campaign for the Anti-Cancer Team
- Succeeded in raising over 75,000 EGP for an international conference

Communication Skills

- Moderated and channeled discussions during various meetings and seminars
- Met with and convinced leading businessmen in the country to finance an international conference

Leadership skills

- Headed an 8-member fundraising committee of an international conference
- Took the initiative of reviving a student organization



ERIC WU

15 Ideal Court, #3C
West Lafayette, IN 47906
(765) 555-0011

915 Elm Street
Highland Park, IL 60035
(847) 555-1234

OBJECTIVE Sales position with computer hardware company.

AREAS OF EFFECTIVENESS

MARKETING/SALES

- Marketed personal computer hardware and software.
- Developed and implemented marketing and advertising strategies.
- Performed sales work for computer chain store with annual sales exceeding \$35 million.
- Recognized for impressive sales record and received quarterly awards for outstanding performance.
- Performed general merchandise sales for large catalog sales store.
- Participated in numerous microcomputer trade shows.

ORGANIZATION/PLANNING

- Designed and developed educational and entertainment software for personal computers.
- Developed peripheral hardware for microcomputers.
- Implemented parts department reorganization for enhanced work flow.
- Developed effective in-store and window displays.

COMMUNICATION SKILLS

- Communicated effectively with customers and employees.
- Revised policy manuals and developed curricula for training sessions.
- Supervised and trained sales personnel.
- Presented material to supervisors and managers on peripheral hardware for inventory control.

EMPLOYMENT HISTORY

Marketing/Sales Associate, Progressive Microproducts, West Lafayette, IN,
June 2000-present

Management Trainee/Salesperson, Computer Warehouse, IN and IL,
September 1998-June 2000

Salesperson, Consumers Distribution, Deerfield, IL, January 1998-September 1998

EDUCATION Bachelor of Science in Management, with special emphasis in
Consumer and Managerial Economics.



Curriculum Vitae

Personal Details

Name:	Sam Bado	Nationality:	British
Address:	23 April Street Juniper Green Paisley PA1 8GN	Marital Status:	Single
Telephone:	0141 848 9754	Date of Birth:	3 April 1973

Education & Qualifications

St Bernard's Convent

Ordinary Grades	English Literature 2 English Language 2 Computer Studies 2 History 3 Geography 3 Maths 3 Chemistry 4 Metalwork 4	1991
Higher Grades	English B Maths C History C	1993

University of Paisley
HND Business & Finance

1993 - 1995

Employment History

Chiltern International Regional Care Assistant Duties included: Looking after patients.	1991
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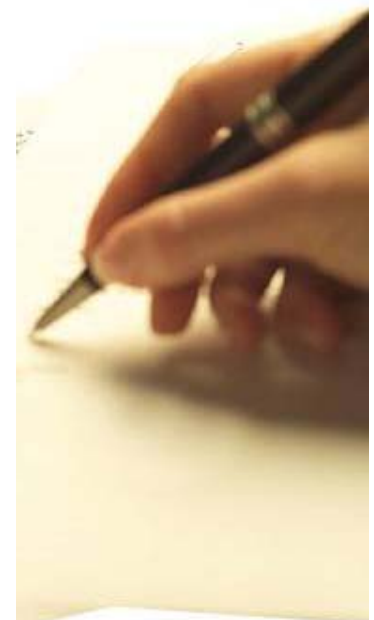
MRX Admin Assistant: Duties included dealing with clients and using computer packages.	1991 - 1993
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Safeway Customer Services Assistant: Duties included with cashiers and management as appropriate. Giving talks on customer care.	1994 - 1995
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British Airways Admin Assistant: Dealing with clients and general admin. duties, including faxing and filing.	1995
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Interests

Music, Travel, Art.



Safeway**1994 - 1995****Customer Services Assistant**

- Supervising a small team of cashiers and packers and delegating work as appropriate
- Designing and implementing a half day workshop for cashiers on customer care.
- Liaising with internal departments and management.

MRX**1991 - 1993****Administration Assistant**

- Monitoring import and export regulations with overseas clients and suppliers
- Liaising with banks, local enterprise councils, district councils regarding grants and loans
- Comprehensive knowledge of a variety of information technology software packages including SAGE, MULTISOFT, LOGOSCRIPT and UNIX.

Chiltern International**1991****Personal Care Assistant**

- Caring for patient needs, including monitoring and keeping records.
- Maintaining and purchasing specialist dietary requirements of patients.

University Activities**1993 - 1995**

- Chairing meetings and giving presentations as representative of school of Business for University of Paisley
- Independently conducted research and improving and arranging social events for all campus sites at Paisley.
- Advising and liaising with students in the University Orientation week.

Additional Information

Date of Birth: 3 April 1973
Driving: Full Clean Licence
Languages: Business French
Computer Literacy: WordPerfect 5.1, Microsoft Works, EXCEL

Interests

I am a keen pianist and enjoy composing. Other interests include travel and art, particularly fine art.
I also work out on a regular basis at the local gym

References

Available on Request.



Lindsay Crook

Campus Address

5555 Your Street
Purdue, IN 00000
(999) 555-5555
Linds@purdue.edu
<http://expert.cc.purdue.edu/mine>

Permanent Address

9999 Avenue M
Hometown, USA
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Lab Assistant
Answered end user questions and reported equipment problems

Purdue Computer Science Dept., West Lafayette, IN 1/00-5/00
Teaching Assistant
Taught e-mail, Internet, and Microsoft Office lab for new computer users

COMPUTER SKILLS:

System Architect
ERWin

Visual Basic
SQL

AIX and SCO UNIX
HTML

Cold Fusion
BrioQuery



COVER LETTERS



What is a **C**over **L**etter ?

A letter that should be sent with your CV when searching for a job

Also known as

Letter of introduction

Letter of application

Broadcast letter



Why do we need a **C**over **L**etter?

- Explains why you're sending your CV
- Highlights your main aspects
- It gives a sample of your writing skills



What does a Cover Letter contain?

Employer info

His Excellency S. K. Ghusayni
Embassy of Lebanon
2560 28th Street, NW
Washington, DC 20008

Excellency:

I am applying for the position of Assistant Professor of English at the University of Washington. Since the position, which was advertised in the *Chronicle of Higher Education*, at Université Saint Joseph, I am sending a set of my credentials to the respective institutions. This is a particularly exciting position as I would be able to use my knowledge of Arabic and French, which would enhance the effectiveness of my English language instruction.

As my enclosed curriculum vitae indicates, I received a Ph.D., *magna cum laude*, with a major in English and Linguistics, from Yale University in 1994. Prior to that, I obtained a B.A., *magna cum laude*, in French, and an M.A., *summa cum laude*, in French Literature from the Massachusetts Institute of Technology. Moreover, during my Fulbright Scholarship for the study of French literature at the Sorbonne, I read extensively the works of writers from Algeria, Tunis, Martinique, and other Francophone countries.

The paramount experience that has influenced my decision to apply for this position, however, was my two-year teaching position at Mohammed V University in Morocco. Not only did I teach English, but I also developed an innovative program in Arabic using computer-assisted pedagogy. It was recognized as a major breakthrough in Arabic language instruction.

During the week of 18 February, I plan to be in Washington, D.C., and would like to arrange an interview with you at your convenience. I will telephone you next week to arrange that. Please call me at 216/555-8209 or fax me at 216/555-8210.

Thank you for your consideration. I remain

Enclosures: Curriculum Vitae
Book Reviews
Disk Containing Arabic Language Course
Letters of Recommendation

14 Overland Street
Youngstown, OH 33602-1110
15 October 20__

Sender's Info

Introduction

BODY

Closing

Yours truly,

Zoltan M. Zantovsky

Types of Cover Letter

- Invited Cover letters
Replying to an ad.
- Uninvited Cover letters
Taking a proactive approach
- Referral Cover letters
Product on networking





Invited Cover Letter

Dear Dr. Demetriades:

I am applying for the position of Research Associate at The Johnston Wells Group. The description of the position, as advertised in *The San Francisco Chronicle*, is congruent with my educational and work background in health care public relations. Having written speeches and researched the mechanics of the health care system for senior executives of health management organizations, public and private hospitals, physicians' consulting groups, etc., I have acquired the high degree of expertise in analytical and communication skills that define the position with you. Furthermore, my facility with state-of-the-art computer-assisted research in biotechnology augment those skills.

Uninvited Cover Letter



Dear Dr. Linton-Panko:

Your article, “An Analysis of Einstein’s 1905 Specialty Relativity Paper and Its Implications for Pedagogy in Technical Writing,” which appeared in the *Journal of Technical Writing and Communication* (volume 25, number 1, 1999), is extraordinary research whose outcomes will have far-reaching implications for pedagogy in technical writing and communication. It has, therefore, made imminent sense for me to become a client with your firm, as I now begin my search for a teaching position in technical writing. Its highly regarded profile in this field, coupled with your reputation for placement success, made the choice of your firm inevitable.



Referral Cover Letter

Dear Mr. Theakston:

Dr. Anton P. Cleggart, Matthew J. Owens Professor of Linguistics at the University of Delaware, suggested that I contact you regarding postdoctoral fellowships in psycholinguistics at the University of Pennsylvania. Since you have had a long and distinguished career in this field, he even suggested that I approach you regarding the prospect of obtaining a fellowship under your supervision.



DO's in a Cover Letter

- Address your letter to a named person
- Send an original letter to each employer
- Use simple language
- Keep your letter brief (one page)
- Answer the question of the employer “Why should I hire this person?”
- Speak to the requirements of the job




DON'T.....


- Use a sexist salutation “Gentlemen, Sir, Madam,.....
- Depend on the employer to take action.
ASK for action
- Make spelling mistakes
- Beg for any job




Examples of closing





If it is appropriate for me to work with you on this proposal or to contact someone else at Nissan, I would be pleased to do so. I will contact you next week regarding the next steps in the process of arranging this internship. Please contact me at the Department of Mechanical Engineering, University of Mississippi at ishmaelherera@olemiss.urns.edu.



Should you plan to attend the Art in Urban Landscape Biennial in Baltimore on March 30, 2004, I would like to speak with you about my interest in joining the staff of ARTnews. I will contact you in two weeks to arrange a meeting. Since I travel frequently, I am always in touch with my E-mail address at: drunningbear@hotmail.com.

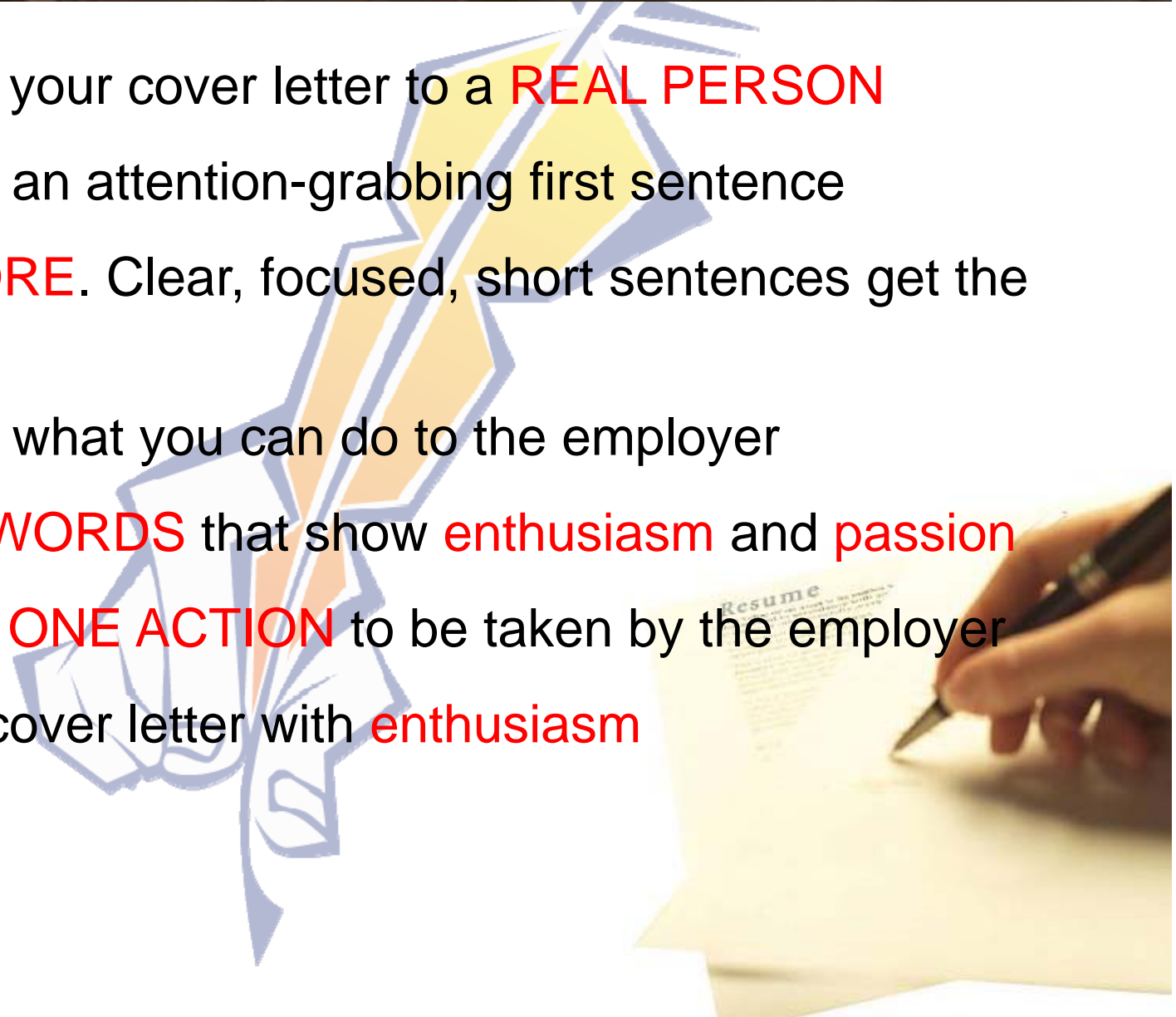


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The 7 Elements of a Highly Effective Cover Letter

1. **ADDRESS** your cover letter to a **REAL PERSON**
2. **OPEN** with an attention-grabbing first sentence
3. **Less is MORE**. Clear, focused, short sentences get the interview
4. **FOCUS** on what you can do to the employer
5. **CHOOSE WORDS** that show **enthusiasm** and **passion**
6. **REQUEST ONE ACTION** to be taken by the employer
7. **END** your cover letter with **enthusiasm**



Try to see your experiences as a professional would

- **UNDERSTATED**

- Answered phone
- Wiped tables

- **PROFESSIONAL**

- Acted as liaison between clients and legal staff
- Created healthy environment for customers and maintained positive public image



Resources

SAMPLES

- www.e-bestresumes.com/coverlettersamples.htm

SOFTWARE

- www.web-resume.org/down.htm

KEYWORDS

CV, Resume, CV templates, Cover letters,
CV samples



Questions & Discussions







www.ZEDNY.org



Thank You

