

Zajęcia dokształcające z języka angielskiego w chemii nr. 14

PISANIE CV I LISTU MOTYWACYJNEGO (WRITING A CV AND COVERING LETTER)

Na początku zajęć omówione zostaną ze studentami zasady pisania CV i listu motywacyjnego (covering letter) w języku angielskim na podstawie poniższego tekstu.

TIPS FOR WRITING A GOOD CV - FORMAT

Ideally your CV in English should not be longer than one page. Two pages are only acceptable if you have had many different jobs and a variety of experience.

Always type your CV. Print your CV on good quality white paper. The paper size should be A4 (this is 21.0 cm wide and 29.7cm tall).

Usually you should not attach a photograph unless the job advertisement states so.

Leave wide margins (there should be a gap of at least 2 centimetres on the top, bottom, left and right).

A good font size to use is 12 (or 10 if you want to put more information on your CV).

The document should use only one font style, for example Times New Roman.

Use bold (**Bold**) or italics (*Italics*) to emphasise important words.

Only underline section titles (or do not underline any words).

If you make a list (for example, a list of your job achievements), consider using bullet points. Spacing, aligning and layout are very important when you write your CV, in order to create a positive and professional impression.

Do not use the personal pronoun 'I' in your CV, use past tenses, e.g. *Established and managed a new sales force for the region.*

Keep your sentences short and simple.

TIPS FOR WRITING A GOOD CV - CONTENTS

- When writing a curriculum vitae it's important to include all the right information so the hiring manager can see, at first glance, why you are a strong candidate for the job.
- Begin your CV. Write your full name, address, telephone number, email, date of birth, marital status and nationality at the top of the CV.
- Make notes on your education. Include your degree or any certificates, names of major courses, school names and courses relevant to the job you are applying for.
- Make notes on your work experience, both paid, unpaid, full-time and part-time. Write down your responsibilities, job title and company information. Start with the your most recent job and progress backwards in time. Again, focus on skills that are

relevant.

Include the company details and your job title and responsibilities there.

- Make notes on other achievements. Include membership of organizations, military service and any other special accomplishments.
- From your skills, choose skills are relevant (skills that are similar) to the job which you are applying for. Include other relevant information such as languages spoken, computer skills, etc.
- Very briefly include your hobbies and main interests.
- Write an objective. The objective is a short sentence describing the job you hope to get. This is common only in an American-style CV (called a resumé).
- Finish with the line: *References available upon request.*

LAYOUT

There are many ways to design a CV. It varies according to the country (e.g. the USA or Great Britain), your education and experience (e.g. it is different when you have considerable professional experience and when you have just graduated from your studies) or the position you are applying for.

In the UK a typical section order is:

1/ **Name**

When writing your name, always put your own name first and your family name last (even if you write the family name first in your own country).

2/ **Address**

Include the full postcode in your address.

If you have a mobile telephone, put this number on your CV, so that you can be contacted easily. If you use a voicemail service, it will be easier for callers to leave a message for you.

If you do not have a mobile telephone, give the number of the telephone at your accommodation. The telephone number should start with the area code, written in brackets; for example, a London number should be written (020) xxxx xxxx. Write your e-mail address next to your telephone number,

3/ **Employment**

Create two columns

Use the left-hand column for dates.

For start and end dates, use either full years (eg 1998-2000) or the first three letters of the month followed by the last two digits of the year (eg Jun 98-Sep 00)

In the right-hand column, provide information about each of your job roles.

Start by writing the name of the company (in bold) and its location.

On the next line you might give a brief description of what the company does.

You might give a title for your job (and perhaps a department name) on another line (highlighting this in bold italics)

You should list your main responsibilities and achievements within each role (perhaps using bullet points)

List the most recent jobs first.

Give more detail for recent jobs.

Make sure that you mention skills which may be useful in the job for which you are now

applying.

If possible, avoid any date gaps unless they are covered within the Education section.

Don't mention how much you were paid.

4/ **Education**

Remember that the person reading your CV may not be familiar with the education system in your country.

Create two columns

Use the left-hand column for the dates.

For start and end dates, use either full years (eg 1998-2000) or the first three letters of the month followed by the last two digits of the year (eg Jun 98-Sep 00)

In the right-hand column, list the name of the school or university on one line, followed by further details (the course name or the number of exam subjects passed) on the next line.

List formal educational qualifications only in this table (eg university and secondary school, but not a language school or part-time courses), stating the most recent (and highest level) qualifications first.

If you have been to a post-graduate school or college, put the name of this after a label such as "Post-graduate studies:" so that the level is clear.

If you have been to a university, use the word "University" in the name, or put a label such as "University:" before the name so that the level is clear. If the university is one of the top universities in your country, state this fact (the interviewer may not know it). State the name of the town and country after the university's name.

In the description, put the name of the main subject studied (the words "major" or "minor", are used in American English). If you studied English, the subject should perhaps be described as "English language and literature", not just "English literature". Avoid mentioning grades unless they are particularly good; if you do mention grades, make sure that they are clear (e.g. "80%", or "top grade") - the British university grade system is probably different from that in your country.

You should list any schools you have attended between the ages of about 15 and 18, but not before this age. You should add the label "Secondary school:" before the name of the school, or include the words "High School" in the name. If you took exams in a wide range of subjects, you may prefer to list only the number of subjects passed instead of the subject names, or if you have been to university you may choose not to list any secondary school qualifications.

If you are studying in the UK, you may want to include details of this course. If so, write this in a line under the main table. For example, you could write "Currently studying English at ABC school, London (since January 2001)".

5/ **Other skills**

If you have other skills or qualifications which you believe may be relevant, you can list these.

For example:

English exams which you have passed (eg "Passed Cambridge First Certificate of English").

Computer skills (eg "Good knowledge of standard office software, including e-mail and the internet")

Typing speed (only mention this if you are applying for data entry or secretarial jobs)

An international driving licence (only mention this if you may need to drive for the job)

6/ **Personal details**

Create two columns; use the left-hand column for labels and the right-hand column for information.

The exact list of personal details you want to give may depend on your circumstances and what the job requires. Usually you are asked to give the information below.

Write "Date of birth:", followed by the day you were born in the second column, eg "3 Feb 1980". The British date order is: day, month, year), the American date order is: month, day, year.

Write "Nationality:", followed by your nationality eg "Japanese".

You may want to write "Gender:", followed by "Male" or "Female".

Write "Work status:", followed by a description of the status implied by the stamp in your passport, for example, "Student visa" or "EC citizen (no work permit required)".

Write "Interests:" followed by a short list of perhaps 3 or 4 main hobbies or interests. Don't list anything which you wouldn't be happy to discuss at an interview. Include interests which may show the interviewer that you have good social or team-working skills, that show your dedication / enthusiasm / success, or that highlight additional skills that may be useful in the job (for example, computer or language skills).

7/ **References**

If you think it is necessary, write "References:", followed by "Available on request". You should only provide references if your employer asks for them. Possible referees include a teacher or previous employer. It may complicate your application if you give the name of a referee who lives abroad; if you want to do this, make sure that the person will be able to provide comments in English, and give an e-mail address so that delays can be minimised.

Here is another way of designing a CV, more suitable for students or people who have just graduated from their studies:

1/ **Personal details**

2/ **Education and Qualifications**

3/ **Work Experience**

4/ **Skills** (it can be divided into **Professional Skills** and **Other Skills**)

5/ **Interests**

6/ **References**

TIPS FOR WRITING A GOOD COVERING LETTER

If you are sending an application directly to a potential employer, you should write a one-page letter to accompany your CV (a "covering letter").

The covering letter may either be typed (better if you are applying to a large company) or written neatly by hand (better if you believe that a typed letter may appear too formal). Your covering letter provides detailed information on why you are qualified for the job and explains the reasons for your interest in the company.

- If you know the name of the person who is dealing with the job applications, you can start the letter with "Dear Mr Smith" or "Dear Ms Smith" (you can use "Dear Mrs Smith" if you know she is married; if the person has a title you should use it, for example "Dear Professor Smith"), and in this case you should end the letter with "Yours sincerely". If you do not know the name of the person, you should start the letter with "Dear Sir" or "Dear Sir/Madam", and end the letter with "Yours faithfully".
- If you are applying for a particular job vacancy, write which job you are applying for (including a reference number if there is one) and where you saw the advertisement. Briefly describe why you think you are suitable for the job; mention any relevant work experience or qualifications which you have.

- Explain in your letter how you can be contacted. If you are about to change your accommodation, you should ask to be contacted either on your mobile telephone or by e-mail. If you give the telephone number of your host family, you should ask them for their permission first, and you should check if they have an answering machine.
- Check your CV and covering letter carefully before you send them.
Use the spell-checker on the computer (set the language to British English rather than American English).
Ask a native English speaker or someone who is really good at English to check what you have written, and ask this person for any comments they may have.
- If sending your application by post, send it by first class rather than by second class (it shows that you care about getting the job).
If you send an application by e-mail, telephone to make sure that it has arrived, or send an application in the post as well.
Alternatively, you may wish to hand in your application personally; if so, use this opportunity to find out more about the company and ask when you can expect to hear from them.
- If you have not heard from the company two weeks after you sent your application (or before the closing date for applications, if there is one), telephone the company to check that your job application has been received and that there haven't been any problems contacting you.

Po omówieniu zasad przedyskutowane zostaną przykładowe CV i list motywacyjny.