

## A

## CV tips

A **CV** or **curriculum vitae** is a document about your education, career and objectives. Look at the tips:

- Put your **name** and **contact details** at the top.
- Talk about your **career goal** – professional objective.
- Mention your **skills** (see Unit 4).
- Include your **qualifications** (see Unit 4).
- Write about your **experience** and your **achievements**.
- You can mention relevant **interests**.
- Use **keywords** relevant to the employer, ones that will be picked out by automated systems.
- Avoid **exaggerations** – saying something is better or more important than it really is.
- Be **concise** – not more than two pages, preferably one.

Note

BrE: **CV** or **curriculum vitae**  
AmE: **résumé** or **resume**.

**Experience** is uncountable in this context: 'I have a lot of experience in this area', not **experiences**.

## B

## Parts of a CV

**Layout** is the way that information is arranged on the page. Clear layout is very important for CVs.

## MARIA SOARES

34 Avenida da Liberdade, 1250 Lisbon, Portugal  
email: maria.soares88@gmail.com

mobile: +351 93 472 3792

**Career goal:** Looking for a **stimulating**<sup>1</sup> career in web design in an **established**<sup>2</sup> design company

**Skills:**

Visual **creativity**<sup>3</sup>; good **leadership skills**<sup>4</sup>; Understanding of all technical and design issues in website construction and maintenance; **Bilingual**<sup>5</sup> in Portuguese and English

**Qualifications:**

2016–2017 London Business School – MBA

2011–2012 University of Berlin – Master's degree in Advanced Web Design (course taught in English)

2002–2007 Porto School of Architecture and Design – Architecture degree

**Experience:**

2012–2016 **Freelance**<sup>6</sup> Web Designer, based in Berlin. Worked with a number of German internationals, contributing design and technical expertise.

2009–2011 Internet Advertising Manager, Publicidades Inovativas, Lisbon. Worked on key client website advertising campaigns.

2007–2009 Architectural Assistant, Projetos do Norte, Porto. Provided support to senior members of the firm, working on commercial building projects.

- interesting and exciting
- one that has existed for some time
- producing new ideas
- ability to manage people and lead them in new directions
- able to speak two languages
- working independently, not as a company employee

## C

## Cover letters and emails

Find out if you should send your application by post or email. If by email, you can copy your **cover letter** into the email, or send it as an attachment. Look at Maria's **cover email**.

To: recruitment@lisbonwebdesign.pt

Subject: Application for **position** of Department Manager

Dear Ms Santos

**I am writing with reference** to your online advertisement for a department manager. **As you will see** from the **attached CV**, my background is in this area. I have long experience of web design, and I recently completed an MBA in London, where I developed my management and leadership skills.

**I would now like to relocate** back to Portugal.

**I am available** for interview on the date that you mention.

**I look forward to hearing from you.**

Best regards

Maria Soares

Note

**Position** is a formal word for 'job', used especially in the context of job applications.

If writing a letter, start **Dear Sir or Madam**, or **Dear** ....., with the name of the person if you know it, and end **Yours sincerely**. Cover emails and letters should also be concise – less than one page.

# Exercises

**53.1** A recruiter is making comments about various candidates' CVs. Which point in A opposite does each comment refer to?

- 1 She's certainly not short and to the point – it's four pages long!
- 2 He speaks Japanese and Chinese, having lived in each country for 10 years.
- 3 She hopes to get into senior management one day.
- 4 He says he has a degree, but we checked with his university – he dropped out and didn't finish the course.
- 5 She puts her address, mobile number and email address at the top – that's good.
- 6 He has a degree in marketing and is a member of the Chartered Institute of Marketing – he passed all the exams.
- 7 She plays hockey, so she must be a good team player.
- 8 He mentions all the right words – that's why the computer picked out his CV.
- 9 She talks about her 15-year career with Google and the number of people she managed there.

**53.2** Complete this CV with headings from A and B opposite.

## Alexandre Duchamp

(1) .....  
**1999–2002** Mechanical engineering degree, University of Toronto  
**2002–2003** Master's in electric car engineering, University of Vancouver

(2) .....  
 To work in the most advanced areas of electric car design and engineering

(3) .....  
 Good at working independently  
 Bilingual in French and English

(4) .....  
**2003–2009** Production engineer at General Motors, Peoria, Illinois  
**2009–2017** Development engineer, driverless cars, at Tesla Design Center, Hawthorne, California

(5) .....  
 14350 Manor Drive, Hawthorne, CA 90250  
 Email: aduchamp1980@hotmail.com      Tel: +1 424 825 3910

**53.3** Complete this cover email by choosing the correct expressions from C opposite.

**To:** jobs@canadelec.com  
**From:** aduchamp1980@hotmail.com  
**Subject:** Application for position of driverless car engineer

Dear Mr Wright

(1) ..... from the (2) ....., my background is in electric car engineering, and (3) ..... to your online advertisement for driverless car engineers. I have been working in the US for nearly 15 years and (4) ..... back to Canada.

(5) ..... (6) ..... for interview on the date that you mention in the advertisement.

Best wishes  
 Alexandre Duchamp

### Over to you

Write your own CV. If you already have one, look at it again and use the ideas and vocabulary in this unit to update it.