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Business Language

Faculty of Business and Economics

Chapter 4 – Section 1

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Chapter-4



Resumes, CVs and Covering Letters in English

Resumes, CVs and Covering Letters in English

A resume or CV is a summary of your educational qualifications and work experience. Companies usually want to see your resume when you apply for a job. A covering letter is the letter that accompanies your resume when you send it to a company. Both of the documents are vitally important in the job application process.

There are two ways to read these pages:

1. Work through them in sequence (click on **Next** at the end of each page)
2. Jump to any section you want at any time (click on the **links** at the top of each page)

At the end are sample resumes and covering letters, with tests to check your understanding and a summary for future reference.

You never get a second chance to make a first impression




When you apply for a job, most employers want to have 2 important documents from you:

1. **A CV or resume**
2. **A covering letter**

First impressions are important. Your CV and letter are usually the first impression that an employer has of you. And because an employer may have hundreds of job applications to consider, you have about 15 seconds to make sure that first impression is a good one.

Why you need a good CV

 Your CV's job is to get you an interview.

Your CV or resume is your visiting card, your ambassador, your shop window. It represents **you** and it has a specific purpose: **to get you an interview!** To do this, it must:

- **attract**
- **inform**
- **persuade**
- **sell**

A good CV is one of your most important tools in the search for employment.

What a CV or resume is not

A CV is not a book.

A CV is not an obstacle.

A CV is not a tombstone.

A CV is not boring or difficult to read.

A CV is not your life story or autobiography.

A CV is not a catalogue of your personal opinions.

A CV is not a list of problems with past employers.

What a CV or resume is

A CV is short.

A CV is seductive.

A CV is an important document.

A CV answers the question 'Why?'

A CV is interesting and easy to read.

A CV is a list of benefits for the employer.

A CV is as much about the employer as about you.