



[انجليزي تجاري (فني)]

[Palestine Technical University-Kadoorie- Ramallah Branch]



Chapter 2 – Section 3

[Instructor: Dr. Asem Obied]
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Chapter-4



Resumes, CVs and Covering Letters in English

Your CV/Resume



Your CV must get you an interview.

Curriculum Vitae (noun): a brief account of one's education, qualifications and previous occupations. [Latin, = *course of life*]

CV stands for the Latin words **C**urriculum **V**itae, which mean: **the course of one's life**. A CV is also called a **résumé**, **resumé** or **resume** (especially in American English). Your CV is a summary of your professional/academic life until now, and it usually concentrates on your **personal details, education and work experience**.

Your CV's job is very simple: **to get you a job interview**. To do this, your CV must be:

- **clear**
- **well-organised**
- **easy to read**
- **concise**
- **relevant to the job offered**

Content

Your CV is the summary of your **professional** life. You should include everything that is **relevant to your *employment or career*** and nothing that is irrelevant. Exactly what you include depends partly on your type of work. There are usually 5 general headings of information to include:

- **personal details** - name, address, email and telephone number (and *sometimes* nationality, age/date of birth and marital status)
- **objective** - a headline that summarises the job opportunity you are seeking
- **work experience** - your previous employment in reverse chronological order - with most detail for your present or most recent job

- **education** - details of secondary and university education - including the establishments and qualifications (but excluding any that are irrelevant to your career)
- **personal interests** - demonstrating that you are a balanced, responsible member of society with an interesting life outside work