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# [انجليزي تجاري (فني)]

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[Palestine Technical University-Kadoorie- Ramallah Branch]



## Chapter 2 – Section 4

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Second Semester -2023-2024

# Chapter-4



## Resumes, CVs and Covering Letters in English

Sometimes, you may need to give additional information for a particular job or because you have special qualifications. Here is a [list of most of the possible headings](#).

## **Format**

### **Word-processed or hand-written?**

Your CV should be word-processed, for several reasons. Firstly, in the English-speaking world a hand-written CV would be considered unprofessional. Secondly, many recruitment agencies and some employers like to electronically scan CVs (they cannot do this with hand-written CVs). Thirdly, as we shall see later, it will be much easier for you to update and modify your CV to target it to a specific employer.

### **How many pages?**

Unless you are applying to be Secretary General of the United Nations, it is probably best to limit your CV to a maximum of 2 pages. Remember, your CV is a tool to get you an **interview**: it is not designed to get you the job. You can usually put everything you need to get an interview on 1 or 2 pages. If you put more than this, the employer has too much to read (and may throw your CV into the nearest bin). In addition, if you put everything in the CV, you will have nothing new to say at the interview. Be kind to employers! Leave them some questions to ask you.

### **What size paper?**

Do not be tempted to demonstrate your individuality by using a non-standard paper size: you will simply irritate the employer. There are basically 2 standard paper sizes, depending on the part of the world:

- **A4 (297 x 210 millimetres)** - used largely in Europe, including the United Kingdom
- **US Letter Size (8 1/2 x 11 inches)** - used largely in the United States

You must judge for yourself the most appropriate size for the company or companies to which you are applying.

### **What quality paper?**

Remember that your CV may be read and handled by several people. It will also be an important document during the interview that you hope to have. Choose a good quality, fairly heavy paper so that it will remain in good condition at all times. Normal photocopying paper is 80g/m<sup>2</sup> in weight. This is a little too light and will soon look creased and dirty. 100g/m<sup>2</sup> or 115g/m<sup>2</sup> would be better.

### **What sort of typeface?**

Choose an easy-to-read typeface. Typefaces are designed for specific purposes. The standard typefaces Times New Roman or Arial are perfect for your CV. Not too small, not too large! A size of 12 point would be appropriate.

**DO NOT USE ALL CAPITALS LIKE THIS! CAPITALS ARE VERY DIFFICULT TO READ AND MAY BE CONSIDERED IMPOLITE IN THE ENGLISH-SPEAKING WORLD. Do not use a lot of italic like this. *Italic can also be difficult and irritating to read.* Do not use a fancy typeface. It is not appropriate for a professional document.**

The example shown on this page is a simple demonstration of one basic type of CV. Later on, you can view more complex CVs and resumes in the Samples section.

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Thomas Crown

**Objective** Seeking an International Sales Management position in Information Technology where my extensive sales experience will be used to the full

**Experience** 1996-2001 Intel London, UK

**National Sales Manager**

- Increased sales from £60 million to £100 million.
- Doubled sales per representative from £5 to £10 million.
- Implemented Internet sales grossing £25 million

1991-95 Teletrona Systems Edinburgh, UK

**Northern Sales Manager**

- Increased regional sales from £95 million to £200 million.
- Expanded sales team from 30 to 60 representatives.
- Suggested new services adding £35 million to revenue.

1989-90 ESS Holdings Cambridge, UK

**Senior Sales Representative**

- Increased sales by 300% annually.
- Closed deals with 100 major new accounts.
- Won over 25 competitor clients - adding £50 million to revenue.

1986-89 ESS Holdings Cambridge, UK

**Sales Representative**

- Increased sales by 300% annually.
- Awarded company's highest sales award each year.
- Developed 'Winning Presentations' training course.

**Education** 1982-86 London University London, UK

- BA, Business Administration and Information Systems
- Captain of university Rugby Club.

1978-82 St Andrew's School Plymouth, UK

- 4 GCE 'A' Levels.
- President of school's Drama Society.

**Interests** St Andrew's Board of Governors, rugby, drama, chess

**17 King's Terrace, Richmond, Surrey, UK**  
**Tel: +44 181 123 456 Email: thomas.crown@interwell.net**

In general, 5 or 6 headings will be enough for most resumes or CVs. However, sometimes you will want to use more headings - when applying for a particular job for which additional information is appropriate. Here is a CV layout with most of the possible headings that you can choose from.