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9.0 LEARNING OBJECTIVES

After finding out this unit, you must be able to

1. Know the importance of a good job letter and Curriculum Vitae
2. Learn how to write a job letter

3. Learn how to write Curriculum Vitae
4. Make a careful self- assessment
5. Understand components' of Curriculum Vitae
6. Get helpful tips on creating Curriculum Vitae
7. Find detailed information how to address on specific fields and what to include in the job application
8. To create complete Curriculum Vitae that represents applicants' skills, experience and educational background

9.1 LEARNING OUTCOMES

After finding out this unit, you ought to be ready to

1. Understand what to include in a resume and how to present information in a professional manner
2. Identify transferable skills and techniques
3. Learn to review, summarize and present experience, achievements and key skills and strengths
4. List out main contents of application for job
5. Obtain the knowledge regarding appropriate steps to write application

9.2 INTRODUCTION

“The art of communication is the language of leadership”

- James Humes, American Director and producer.

Once candidates find appropriate vacancy advertisement that he wants to do, the first task he needs to perform is to write effective application. It was written in one newspaper about few executives' responses regarding letters, proposals and reports that had marked career turning points.

- I spent ***a whole day composing a bright letter to accompany my resume***
- The ***time and effort I spent on my resume probably made the single largest contribution to my initial career opportunities.***
- Believe it or not, ***the most important piece of writing I did at the beginning of my career was two paragraphs long: the brief essay I had to write as part of my job application. I took time to do it right and received praise – and a job- from those who interviewed me.***

Like these executives, applicants may understand the importance of application writing and once he has the job, he will be expected to write well in order to succeed at his workplace. Besides, his content of application will represent not only his image but also company's status. In essence, the resumes and application letters are like sales letters. Thus, time, care and miscellany of vocabulary are come first.

Besides, a job application is an offer of service and it must show the appropriate information about applicants' qualifications and persuade employer that you are the same person whom they are looking for. While drafting applica-

tion, applicant must inform academic qualification, academic history, skills, references and other publication details (if the applicant's has)

9.3 COVERING LETTER

- 4.1. Meaning/ Definition of Covering Letter
- 4.2. Points to be covered in Job Application's Covering Letter
- 4.3. How to Draft Covering Letter
- 4.4. General Hints for Eye-catching Covering Letter
- 4.5. Steps to Write a Covering Letter
- 4.6. Suggested Ways to Draft Circular Letter

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure”.

-Colin Powell

9.3.1 Meaning/ Definition of Covering Letter

Covering letter means using cover letter with application. Covering letter always assists to provide friendly introduction or opening about applicant and his profile to employer. A covering letter or letter of application is to be accompanied with Curriculum Vitae. A covering letter may be solicited or unsolicited, general or specific. Besides, covering letter must be persuasive enough to develop an intense desire for the prospective employer to move towards action. The content of the message must attract the employer.

9.3.2 Points to be covered in Job Application's Covering Letter

Before drafting covering letter job seeker should focus on the following aspects:

1. **Quality, Color and Size** of the **paper** must be up- to the date.
2. **Inside address** is properly positioned.
3. **Date** of application should be written either American or British Style.
4. **The salutation** of the letter is to be written in formal style.
5. If **subject line** and **attention line** are required then write it at appropriate place.
6. End the covering letter with **complimentary close**.
7. Receiver and writer both **address** must be written in clear handwriting or typed so that it may reach the place without any problem.
8. **Folding** the letter is equally important. Letter should be properly folded and packed along with all requisite documents like Covering letter, Curriculum Vitae and proper size of the envelope.
9. Be clear and attentive regarding **abbreviations, punctuation, comprehension** and **action**.
10. Use appropriate, meaningful and relevant **vocabulary**. Polite, humble and formal tone is required while drafting covering letter.

9.3.3 How to Draft Covering Letter

Curriculum Vitae is always accompanied by covering letter. It should briefly elaborate on your accomplishments and highlight prior experience that will make the Curriculum Vitae more alive and well connected. Here, there are certain tips that job seeker or applicant should keep in mind before drafting covering letter for job application.

First of all, before writing the covering letter, research the position for which you are applying and find out whatever you can know about the organization. This type of investigation helps the job applicant to present himself/ herself as perfect fit for the institute or firm.

Secondly, write about abilities; mention your strength, and a present the record of academic history, and intellectual contribution. All these would be useful for the company's growth and development. Apart from this, write a fresh, natural, energetic and well-cultivated vocabulary to present your personality.

Thirdly, each and every detail of the covering letter need careful attention; parts of the layout must be arranged neatly and framed accurately:

- Names (Writer and Receiver)
- Designation
- Address
- Date
- Subject line
- Salutation
- Body of the letter
- Complimentary close

This is very important to understand that small error tells the future employers about applicant's carelessness. While drafting or preparing covering letter, look at or think about employer's point of view which help them to understand applicants personal qualities like

- Diligence
- Willingness to learn
- Ability to work with others etc...

In addition, covering letter must consist all these qualities that employers' needs. Importantly, writing about the employers' need and interest is the art of using "YOU" attitude in the application letter.

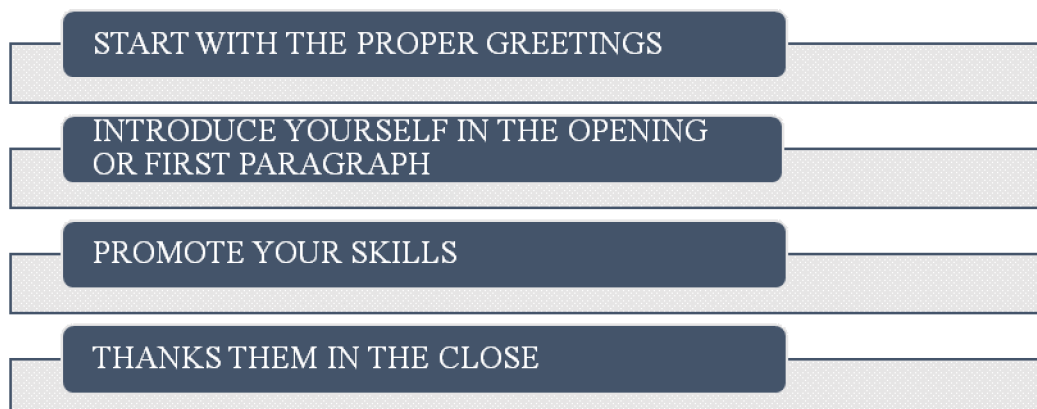
Additionally, another aspect that job seeker should keep in mind is that when job offer is attractive, there will be many applicants with similar qualifications in such situations, impressive letter with impressive vocabulary and drafting style can make them think that this is most routine letter and based on covering letter they will give you chance to have personal interview.

All in all, use your own style, be concise, and don't write more than one page; use simple language without embellished phrases. Above all, show your distinctiveness and fit for the organization.

9.4.4 General Hints for Eye-catching Covering Letter

- Follow American style format.
- The applicant's address and contact number are at the top right corner of the letter.
- Clean, advanced and formal layout is necessary.
- If the advertisement asks that the application must be written in the candidate's own handwriting and write with dark blue ink.
- Don't attach original documents only certified copies are enclosed. Produce original documents at the time of interview.
- Be careful regarding salutation and complimentary close.
- If the given address is like 'BOX NO' the first line of the inside address is, "The Advertiser".

9.4.5 Steps to Write a Covering Letter



9.4.6 Suggested Ways to Draft Circular Letter

Opening:

Here, are some traditional opening sentence:

1. *Please, consider my academic qualification, given below for the post of which you have advertised in today's The Times of India.*
2. *With reference to your application for the post of*
3. *I am interested in the I have been working as in this field for fifteen years. I believe that I'm compatible for this position.*
4. *I recently came across the (Position) at (Company Name) through (Resource). I am very interested in continuing to build a career and gain more experience at your company and I believe that I could contribute a great deal.*
5. *In the past, I have gained a lot of experience with (Subject) which is very relevant to the (Position) and will allow me to start successfully and with little training. Not solely have I had hands-on expertise in (Subject) for (Years). I also have an academic background in (Subject).*

6. *I write in response to your advertisement seeking (Position) at (Company). As a highly competent (Designation). Not solely have I had hands on expertise in*

Closing:

Here, are some traditional closing sentences:

1. *You will find my resume and a list of all reference attached please feel free to contact me at your earliest convenience.*
2. *If you have any questions in reviewing my qualifications, please do not hesitate to contact me at my email or my given contact number. I expect to hearing regarding your call shortly. Thank you for your time and consideration.*
3. *Here, I enclosed my resume for your ready reference. I will be highly pleased if you invite me for personal discussion.*

9.4 CURRICULUM VITAE

9.4.1 Meaning/ Definition of Curriculum Vitae

9.4.2 Purpose of Curriculum Vitae

9.4.3 Categories of Information Needed to Include in the Curriculum Vitae

9.4.3.1 Heading

9.4.3.2 Career Objective

9.4.3.3 Key Skills, Abilities, and Aptitude

9.4.3.4 Position Desired

9.4.3.5 Career History

9.4.3.6 Educational Qualifications

9.4.3.7 Reference

9.4.1 Meaning/ Definition of Curriculum Vitae

A CV sometimes called a Curriculum Vitae or resume is a summary of your career history, and the skills and experience that person has achieved during the career:

While preparing Curriculum Vitae, a person should include mainly three things:

- Attract the attention of the reader
- Create a good impression
- Present skills, qualities and experience clearly and briefly

9.4.2 Purpose of Curriculum Vitae

The aim of Curriculum Vitae is to sow a prospective employer that you have the necessary qualities and qualifications to do the job.

- To demonstrate your skills which employer wants
- To elaborate on your personal qualities and strengths
- To understand the specific requirement of the job.

9.4.3 Categories of information need to include in the Curriculum Vitae

While preparing Curriculum Vitae to keep it very simple because the easier a

Compulsory English

Curriculum Vitae is, it is better to read. Many times due to more applications for the single vacancy, many job seekers have applied for the post, on the other side, employers have a very small amount of time to justify each and every line of the Curriculum Vitae, and so it is advisable to keep Curriculum Vitae short, clear, and relevant. Furthermore, it is equally important to use good quality A4 size paper and black ink. Besides, avoid gimmicks, spellings, and grammatical mistakes and always take fresh and correct copy after final alternation and amendments.

Following are the categories of information need to include in the Curriculum Vitae:

Heading
Career Objective
Key Skills, Abilities and Aptitude
Position Desired
Personal Details
Career History
Educational Qualifications
Reference
Declaration
Enclosures

Heading

The heading of Curriculum Vitae comprises Applicants name, full postal address with pin code, Contact Number with email id.

Look at the example:

DR. JILMIL A. PATEL
G-306, Ram Colony,
Near MeeraBridge, Maninagar,
Ahmedabad – 380009.
Mobile No: 9000000111
Email: jilmil880@gmail.com

Career Objective

Career objective is very important and special part in Curriculum Vitae. When an applicant is responding to an advertisement for a certain job position, an applicant should include the career objective in Curriculum Vitae. As the main purpose of drafting career objective is to express general career goals and tell the prospective employer the sort of work that you are going to do. In short, it should be very specific and express the career goals in relation to the targeted position.

Study following examples:

- Seeking a position in a reputed institute like yours and eager to utilize vast experience for the benefit of the students. Also interested in shar-

ing skills for success in exams drawn from personal experience with students.

- A Challenging position in design and project management.
- To obtain a position in Computer Aided Design in leading IT company where I will have opportunities to use my experience.
- A versatile, quick- thinking, personal assistant looking for the opportunity to make use of an arts education in the field of publishing.
- A dynamic, people-oriented professional interested in all types of communication, wishing to focus on a career in public relations where specific skills and experience can be put to effective use.

Key Skills, Abilities, and Aptitude

In this part of Curriculum Vitae applicant's special skills, abilities and aptitude have more significance to the job applied. Besides, it is necessary to be selective, specific and highlighting only those skills and talents that are relevant to the target groups.

While writing about key skills focus more on extracurricular, co-curricular, hobbies, the area of interest, and professional achievements. Nowadays, industries anticipate energetic, dynamic, and multi-tasking candidate for their industry. Apart from this, one should include scholarship, fellowships, awards, and certificates as it gives design about achievement or recognition.

The following are some examples:

- Skilled at facilitating the exchange of ideas and problem solving skills.
- Communication skills – written & spoken.
- Language skills - fluent conversational in English, Hindi & Gujarati.
- Delivering a workshop on Effective Public Speaking.
- Performing duty as a chief- editor and Co- editor in Annual Magazine of college.
- Contributing the development, planning and implementation of high quality curriculum reviewing course and materials on regular basis.

Position Desired

When an applicant is applying via solicited job position, 'Position Desired' should be mentioned so the employer is able to distinguish the application from those who might have applied for other position in the same company. On the contrary, it is not always compulsory to include this part in CV, when the application is for an unsolicited job.

Let's look at some examples:

- Assistant Professor in English
- Senior Executive Manager in IT firm
- Lab Assistant in Chemical Industry

Personal Details

Name : Mahi S. Patel

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Date of Birth : August 8, 1999.
Gender : Female
Marital Status : Married
Nationality : Indian
Mother Tongue : Gujarati
Languages Known : English, Hindi, and Gujarati
Contact No. : 9016083767

Career History

Career History may include a professional summary in place of career objective. Like career objective, it should be specific and to the point. This part should be included in the resume or CV if the job aspirant wishes to highlight the relevance of qualifications, special skills, and key work experience.

Look at some examples:

- Eight years' experience in sales of air conditioning equipment's with extensive knowledge.
- Ten years of training and experience as a production engineer with deep understanding of smart tools.

Academic Achievements

This part mainly focuses on the specific details regarding the applicants' education and professional training. Include the following things in the details of academic achievements:

- Name of the school or university
- Name of the university or institute
- Passing month and year
- Major areas of the study
- Name of the degree or course
- Grade/ Points/ Percentage

Arrange all the details in chronological order, means starting from the most recent educational qualifications. **Look at the example:**

1. Ph.D from Sony University Passed in November-2017.
2. M.Phil from ABC University. Passed with 71.00% in December-2012.
3. Master of Arts (Entire English) from T& T Arts (ABC University). Passed with 61.13% in April -2009.
4. Bachelor of Arts (Main English) from J.J.Arts (ABC University). Passed with 62.78% in April-2007.
5. H.S.C.E from Gujarat Board. Passed with 60.33% in March-2004.

Reference

Some employees need references from persons who know the applicants' work or professional competence through formal and professional interaction with him or her. If the applicant is applying for a solicited position where

the employer wants references, where the name of three persons who can give letters of recommendations or references should be mentioned.

Here, an applicant can write name of his or previous employer, teacher, professor, research guide, colleague or any subordinate name as a reference. While writing anybody's name as a reference, job seeker should include the following things:

- Name of the person
- Designation of the person
- Full contact address
- Email/Mobile number

Study the following example:

Dr. Rahul Desai

Principal, R.R.Mehta Arts College,

Gujarat University,

Ahmedabad-380009.

Contact No : 9825209000 Email: rahuldesai1234@gmail.com

Declaration

I, here by, declare that all above information are true to the best of my knowledge and belief.

Signature of the Applicant

[Name of Applicant]

Enclosures

Write name of the degree in chronological order as per the job application.

Study the following example:

1. S.S.C Examination Marksheet
2. H.S.C Examination Marksheet
3. B.A Examination Marksheet
4. B.A Degree Certificate
5. M.A Examination Marksheet

9.5 EXAMPLES OF JOB ADVERTISEMENTS



**MEDICAL TEACHING INSTITUTION
AYUB TEACHING HOSPITAL, ABBOTTABAD**
Advt.No. 135 Dated 21st February 2018

WALK-IN INTERVIEW

Walk-in-interview for appointment as **Junior Clinical Technicians in Anesthesia and Surgical Disciplines** for short term period will be held in the office of undersigned on **26th February 2018**.

The candidates fulfilling the criteria, available on our official website www.ath.gov.pk are directed to appear before the Selection Committee alongwith one page CV and original documents.

**Registration for walk-in-interview will start
from 8:00 a.m to 9:00 a.m.**

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MEDICAL TEACHING INSTITUTION
AYUB TEACHING HOSPITAL
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One of the fast emerging organization headquartered in Pune requires the following personnel for their North operations:

SALES MANAGER
With experience in marketing of Hardness Testers.

With experience in marketing of Teaching Equipment.

SALES & SERVICE ENGINEERS
For Mechanical, Scientific & Analytical Instruments.

Right candidates will be offered attractive salary. Pl. apply in confidence along with your latest photograph to: hr.tpl@gmail.com

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For Mechanical, Scientific & Analytical Instruments.

Right candidates will be offered attractive salary. Please apply with your latest photograph to: hr.tpl@gmail.com

00 Bedded Multi Speciality Brahm Shakti Hospital, Buch Vihar, Near Rohini, New Delhi-110086 req. exp. Medical Officers for Casualty & ICU, Senior Resident/Junior Consultant Pediatrics, GMM / B Sc Staff Nurses, OT Technician, Receptionist & qualified Electrician. Contact: Dr. Ramesh Aggarwal 9113383577 Mail / Fax Resume -27532092 & Em: brahmshakthihospital@gmail.com Walk in interview (11am to 1pm & 4pm to 6 pm daily)

REG. an HR-5-8 yrs exp. DGO, RMO, Doctors & Staff Nurses 2-5 years Exp. for A-20 bedded Hosp. C-153, Sec-19, Noida. Ph-01204221654-55,4329652

WNTD Physiotherapist Field work Recop. BAMS, Bapu nature cure Hospital & yoga ashram 256 milan viji street no-11 Dab-8449312174487, 01165563888

REG Cons Paed, RMO, OT Tech & Nurse, RPO, Comp Optr cum Acct, ICU Space for lease Aastha Hosp. Bahadurgarh-9923335-9677 hospital.aastha@gmail.com

PRIVAT Hospital, a 100 bedded, Multi speciality hospital requires 1. Microbiologist - MD Microbiology 2. ICU Trained residents with minimum 5 years of Experience 3. Junior Gynecologist - Post MD DNB. Salary no constraint for suitable candidates. Send your resume to - Medical Director Privat Hospital DLF Qubab Enclave PH-II Gurgaon - 12002 or E-mail: hr@privathealthcaregroup.com

PRIVAT Hospital, a 100 bedded, multi speciality hospital requires Medical Superintendent MBBS, MHA with 3-5 years experience in large multi speciality hospital. Send your resume to: Medical

Job Opportunity

A well established modern poultry breeding firm **Renata Agro Industries Ltd.** is looking some energetic and self motivated person for the following position:

Sl. No.	Name of position	Qualification	Experience	Age
01.	Parent stock officer	Minimum Bachelor degree in Animal Husbandry/Doctor of Veterinary Medicine but Masters Degree in Poultry Science/Nutrition/Breeding/Pathology/Medicine/Microbiology will be preferred.	Work experience in poultry firm will be treated as extra advantage.	Encourage Only male Candidate Above 30 years old.

Interested candidates can apply along with CV on or before **October 07, 2012** to the following address. Only short listed candidates will be call for interview.

 **Renata Agro Industries Limited**
Plot # 1, Milk Vita Road, Section # 7, Mirpur, Dhaka - 1216
Or
E-mail: khalid@renataagro.com / mesir@renataagro.com

VACANCY

“ Fashion Designer.”

We are an Equal Opportunity Employer

Build your Career by joining our design team. Candidate should be Graduate from Fashion Design Institution recognized by HEC along with 2 to 3 years experience in designing Denim casual wears. Please send your CV at:

COTTON WEB (Pvt.) Ltd.

16KM off Main Feroz Pur Road, Kamahan Attari Road, Azam Chowk Lahore. Tel: 042- 35801846-47

Fax: 042- 35825525, mail: admin@cottonweb.net.pk

9.6 DO'S AND DON'TS OF JOB APPLICATION WRITING

	Do's	Don'ts
1.	Make sure that everything that is supposed to be included is enclosed	Leave write in script.
2.	Fill out your own applications. Type the information yourself to avoid crucial mistakes	Blank spaces
3.	Start with the simple applications and then progress to the more complex ones	Don't use the word "resume"
4.	Describe how you can make a contribution to the companies to which you apply	Don't use the word "I"
5.	Do use bold/CAPS to make all section headings stand out	Don't include salary information
6.	Do start every skills statement with a strong verb	Don't include job references as part of the resume itself
7.	Do revise your resume for each position	Don't include testimonials
8.	Do organize your resume so the most relevant information is at the top	Don't give personal statistics or profile
9.	Do expand on points related to the position and condense less relevant information	Don't include photographs
10.	Do use resume quality paper	Don't use too many fonts or font sizes
11.	Do send your resume with a cover letter	Don't use decorative fonts or bullets
12.	Do include CURRENT phone number and e-mail address	Don't leave big gaps in your employment history - explain why

9.7 WORDS AND PHRASES TO USE WHILE PREPARING JOB APPLICATION

Choosing the appropriate words while drafting job application is the most important task for any job applicant. Here, few examples of different words and phrases that helps job aspirants to include in the job application:

To describe **positive characteristic**:

Able	Accurate	Ambitious	Alert
Adaptable	Capable	Competent	Consistent
Dedicated	Determined	Diligent	Effective
Efficient	Experienced	Flexible	Focused
Goal oriented	Hard working	Helpful	Honest
Keen	Proactive	Proficient	Qualified
Resourceful	Successful	Thorough	Trustworthy
Valued	Versatile	Willing	

**Compulsory
English**

To describe **responsibilities and achievements:**

Achieved	Communicated	Co-ordinate	Distributed
Ensured	Checked	Facilitated	Interacted
Interacted	Liaised	Maintained	Participated
Networked	Performed	Planned	Presented
Programmed	Promoted	Reacted	Represented
Specialized	Responded	Undertook	Unsupervised

To describe **qualities:**

Reliable	Punctual	Trustworthy	Friendly
Willing to learn	Enthusiastic	Accurate	Leader

Useful phrases to be used:

Extensive academic / practical background in...	Proven track record in...
Demonstrated skills in...	Extensive academic-practical background in...
Experienced in all facets / phases / aspects of...	Accurately checked...
Experience involved / included...	Efficiently organized...
Professionally handled...	Researching, assessing and synthesizing...
Initiated financial savings by...	Worked closely with...

9.8 LET US SUM UP

This unit guides you to learn the meaning and importance of choosing appropriate sections, vocabulary and details to write a job application. Besides, this unit provides in detail guidance to draft Covering Letter and Curriculum Vitae with examples. It is important to note that the above-mentioned sections of Curriculum Vitae are only indicative. Some of them like education, experience, personal profile and references are not necessarily to be included. However, it totally depends on the country, job profile, prospective employer needs and requirements. For reference following some sections are not always required to be included:

- A career objective can be skipped for more experienced applicants
- Position Desired can also be skipped where it was clearly asked for the certain designation
- Personal information like religion, age, marital status etc can be skipped
- Hobbies, interest, and activities which are not directly included to job profile, don't include all those details
- References are also not needed when companies have not asked for. In some cases, industries ask for references later

9.9 KEY WORDS

- 1. Curriculum Vitae:** A brief account of a person's education, qualifications, and previous occupations, typically sent with a job application.
- 2. Resume:** A one- to two-page formal document submitted to job recruiters as means of showing a list of an applicant's work experience, education and skills.
- 3. Bio- Data:** Bio Data means Biographical Data, and is now considered an old fashion word for both resume as well as CV.
- 4. Covering Letter:** Covering letter means using cover letter with application.
- 5. Embellished Phrases:** Make (something) more attractive by the addition of decorative details or features
- 6. Enclosure:** A document or object placed in an envelope together with a letter.

9.10 CHECK YOUR PROGRESS

CHECK YOUR PROGRESS- 1

Study the following statements about Curriculum Vitae and mark True or False against each of them:

1. A Curriculum Vitae is written summary of your education experience, skills, special traits and achievements.
2. In Curriculum Vitae skills and achievements is specially meant for particular position.
3. Your Curriculum Vitae should begin with a statement expressing career objective.
4. Curriculum Vitae should have an effective design with focus on readability and adaption of an employer.
5. The design of the Curriculum Vitae does not depend on a person's background and employment needs.
6. You may rewire your Curriculum Vitae for every new job that you apply fro because every job has its own requirement.
7. The standard parts of Curriculum Vitae include heading, career objective, education, work experience, references etc

CHECK YOUR PROGRESS- 2

1. What is Curriculum Vitae?
2. What could be the appropriate sequence of Curriculum Vitae?
3. On behalf of Palak Patel write an application for the post of Research Assistant. Palak Patel has completed her MBA with Human Resource Management from IIT, Delhi. Prepare covering letter and a Curriculum Vitae and send it to MICA , Ahmendabad

Compulsory English

4. Wanted a General Manager at our Delhi Branch. You should preferably be B.Tech and MBA with 3 to 5 years full time and relevant experience. A pleasant temperament and smart communication skills are essential. Please send your detailed resume with a covering letter to Priya Software Solution, Kalam Road, Delhi.
5. Examine your educational qualifications, professional training, skills, and achievements and prepare your own Curriculum Vitae.
6. Read the following information about how to prepare an effective resume and fill in the blanks with appropriate words/phrases/ expressions from the one given in the boxes:

Resume Essentials

Before you write take time to try to a self- assessment on paper. Outline your(1) and (2) as well your(3) and(4). This will build it easier to arrange a radical resume.

The content of your resume

.....(5),.....(6),.....(7),(8) all your contact information should go at the top of the resume.

- Avoid.....(9)
- Use a(10),
- Use a permanent(11) and include the area code
- Add your(12)

Objective or summary

An objective tells potential employers the kind of labor you're hoping to try to.

- Be(13)about the job you want.
- Tailor your(14) to each employer you target/ every job you seek.

Education

New graduates while not tons of labor expertise ought to list their instructional info initial. Your most(15) educational information should list their educational information first.

Responsibilities, address, extra curricular activities, nicknames, email address, degree, work experience, mobile number, skills, recent, grade point, abilities, name permanent address, academic, specific, objective, institution, achievements, academic, sports, professional, organization, employment, position, work, references, skills, experience

CHECK YOUR PROGRESS- 3

Study the following statements about Curriculum Vitae and mark True or False against each of them:

1. Check the spelling and grammar thoroughly
2. Present it as attractive as clearly as possible.

3. If you are sending your CV as an attached file, remember to include your own name in the file name such as moxdazhalaCV.doc
4. Your email address should be as business like.

CHECK YOUR PROGRESS - 4

Write short question answer:

1. A resume is sales tool- comment
2. A successful job application is the first step to one's career- elaborate the statement
3. What are the various categories of information in resume?
4. In what order should the experience and education be written in the resume?

9.11 BOOKS SUGGESTED

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Answers

CHECK YOUR PROGRESS- 1

Study the following statements about Curriculum Vitae and mark True or False against each of them:

1. A Curriculum Vitae is written summary of your education experience, skills, special traits and achievements. **TRUE**
2. In Curriculum Vitae skills and achievements is specially meant for particular position. **FALSE**
3. Your Curriculum Vitae should begin with a statement expressing career objective. **TRUE**
4. Curriculum Vitae should have an effective design with focus on readability and adaption of an employer. **TRUE**

**Compulsory
English**

5. The design of the Curriculum Vitae does not depend on a person's background and employment needs. **FALSE**
6. You may rewrite your Curriculum Vitae for every new job that you apply for because every job has its own requirement. **TRUE**
7. The standard parts of Curriculum Vitae include heading, career objective, education, work experience, references etc **TRUE**

(Answers: T, F, T, T, F, T, T)

CHECK YOUR PROGRESS- 2

1. What is Curriculum Vitae?

Covering letter means using cover letter with application. Covering letter always assists to provide friendly introduction or opening about applicant and his profile to employer. A covering letter or letter of application is to be accompanied with Curriculum Vitae.

2. What could be the appropriate sequence of Curriculum Vitae?

Appropriate sequence of Curriculum Vitae follows:

1. Heading
 2. Career Objective
 3. Key Skills, Abilities and Aptitude
 4. Position Desired
 5. Personal Details
 6. Career History
 7. Educational Qualification
 8. References
 9. Declaration
 10. Enclosures
3. Read the following information about how to prepare an effective resume and fill in the blanks with appropriate words/phrases/ expressions from the one given in the boxes:

Resume Essentials

Before you write take time to try to a self- assessment on paper. Outline your(1)and (2) as well your(3) and(4). This will build it easier to arrange a radical resume.

The content of your resume

.....(5),.....(6),.....(7),(8) all your contact information should go at the top of the resume.

- Avoid.....(9)
- Use a(10),
- Use a permanent(11) and include the area code
- Add your(12)

Objective or summary

An objective tells potential employers the kind of labor you're hoping to try to.

- Be(13) about the job you want.
- Tailor your(14) to each employer you target/ every job you seek.

Education

New graduates while not tons of labor expertise ought to list their instructional info initial. Your most(15) educational information should list their educational information first.

Answers:

1. Responsibilities, (2)
2. address, (11)
3. extracurricular activities, (4)
4. nicknames, (9)
5. email address, (12)
6. degree, (7)
7. work experience, (1)
8. mobile number, (6)
9. recent, (15)
10. grade point, (10)
11. name permanent address, (5)
12. academic, (3)
13. specific(13)
14. objective, (14)
15. achievements (8)

CHECK YOUR PROGRESS- 3

Study the following statements about Curriculum Vitae and mark True or False against each of them:

5. Check the spelling and grammar thoroughly – **TRUE**
6. Present it as attractive as clearly as possible. - **TRUE**
7. If you are sending your CV as an attached file, remember to include your own name in the file name such as moxdazhalaCV.doc- **TRUE**
8. Your email address should be as business like. – **TRUE**

(Answers: T, T, T, T)