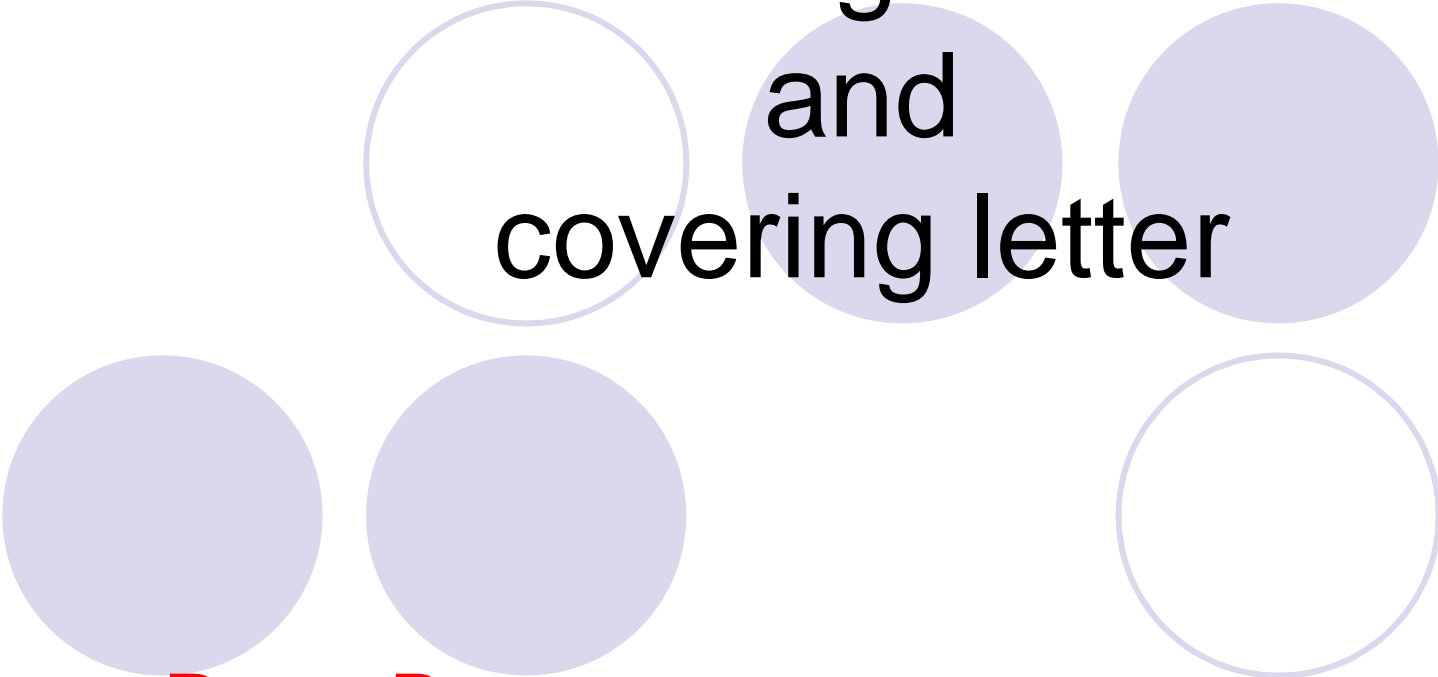
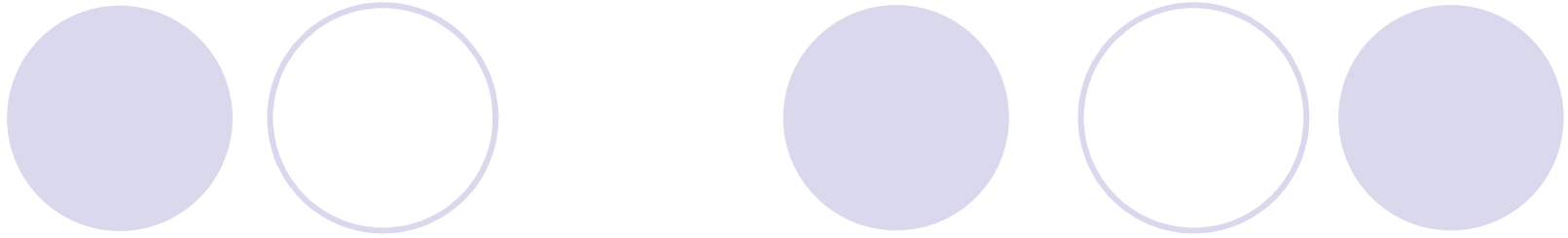


# Writing a CV and covering letter

The title is centered and surrounded by five light purple circles of varying sizes. One circle is empty and positioned to the left of the title. Another empty circle is at the bottom right. Three circles are solid purple: one is behind the word 'and', and two are at the bottom left.

Prep. By  
Dr. Rabab Elamawi



## What is a Curriculum Vitae (CV)?

- | a selling tool
- | outlines your skills and experience
- | opportunity to present yourself in the best possible light



# How to present myself?

- | **Highlight your experience**
- | **Show personal attributes and achievements**
- | **Show your education and related training**
- | **Make yourself attractive, interesting, worth considering**
- | **Make the CV short & easy to read**
- | **! do not oversell yourself**

- ∅ It should be brief (approximately 2-4 pages, depending on your experience) and should:
  - § Be concise and to the point
  - § Include all relevant experiences
  - § Highlight strengths
  - § Give a good clear sense of your experiences
  - § Be professional
  - § Not have any typos

# What Is Included a Curriculum Vitae (CV)?

- ∅ A summary of education & training including:
  - § **Name & contact Info**
  - § **Education**
  - § Awards, Publications & Presentations (if any)
  - § Teaching Experience, Research Experience (if any)
  - § Other Professional Experience &/or Additional Relevant Experience
  - § **Professional Affiliations**
  - § **References**

## A CV Is **Not** a Resume

- ∅ Resumes are short, CVs longer
- ∅ CVs include more details about your experiences than resumes do
- ∅ Because they are more academic in nature with CVs there is generally less of a concern with 'gaps' in time (e.g., if you were abroad for a year)
- ∅ Style issues (e.g., font, paper) are much less important with CVs



# How to start?

## **EVALUATE YOUR SKILLS**

- | **What do I have to offer? - what am I selling?**
  - | List down: technical knowledge, managerial skills, IT, languages, etc...
  - | personal strengths & interests

# Sequence of headings



- | Personal information
- | Education (**Qualifications**)
- | Employment History
- | Work experience
- | Personal characteristics
- | Interests
- | Referees



# Personal information



- | your age
- | nationality
- | Address
- | Tel. No.
- | E-mail

# Not to include

- | Age
- | Ethnic identity
- | Political affiliation
- | Religious preference
- | Hobbies
- | Marital status
- | Sexual orientation
- | Place of birth
- | Photographs
- | Height, weight, health

There are exceptions to some of these items !

# Education



- | listed with the most recent first, including results
- | professional development courses, again listed with the most recent first



# Example:

## Education:

MEd    University of Manchester    2002

BA    University of Ljubljana    1973

## Training courses:

On-line course

management	The E-Consultants	2004
------------	-------------------	------

Teaching ESP	Universtiy of Essex	1997
--------------	---------------------	------

Report Writing	The British Council	1995
----------------	---------------------	------

# Employment History

- § Beginning with your most recent job, include:
  - Company name
  - Your job title
  - Duration of employment
  - Reasons for leaving
- § Under each position, briefly outline your responsibilities but **place the focus on what you have achieved in the role** - this is where you can differentiate yourself
- § Do not omit any period of employment or unemployment for whatever reason, as this may prove unsuitable at interview

## Work experience:

- | Reverse chronological order!
- | Include relevant experience and results
- | Grants (honors) awarded

# Work Experience -example:

- | 1989 – to date **Quality Assurance Technician**
- | Created computer applications with the help of a programmer to monitor the factory environment.
- | Analysed the quality assurance system and made recommendations for improvements. These were incorporated into the current quality assurance system.
- | Examined equipment in the factory to check that it met the company standards.
- | Investigated new equipment installed in the factory to make sure that it would comply with quality assurance procedures



# Skills

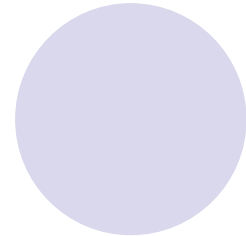
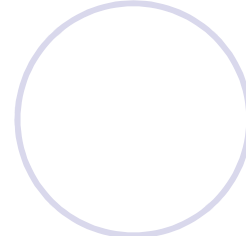
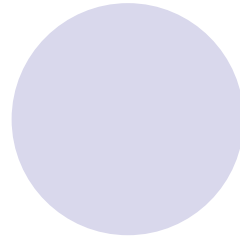
- | Languages (fluency)
- | Specific skills (techniques and equipment, computer programs, technology and other technical skills)



# Interests & Activities



- | Optional
- | Outside responsibilities and interests



## Personal Interests

- § Listing your interests is important, but do not generalise.
- § For example, instead of simply saying 'football', you could say that you have played for a local club for the last four years.

## References

- § Include a line stating that references are available upon request
- § Ensure you have at least two referees that have been made aware and have confirmed they are happy to provide written and perhaps more importantly verbal references
- § Ensure the referees you use are from your most current work history

# Before sending out your CV

## Check and Double Check

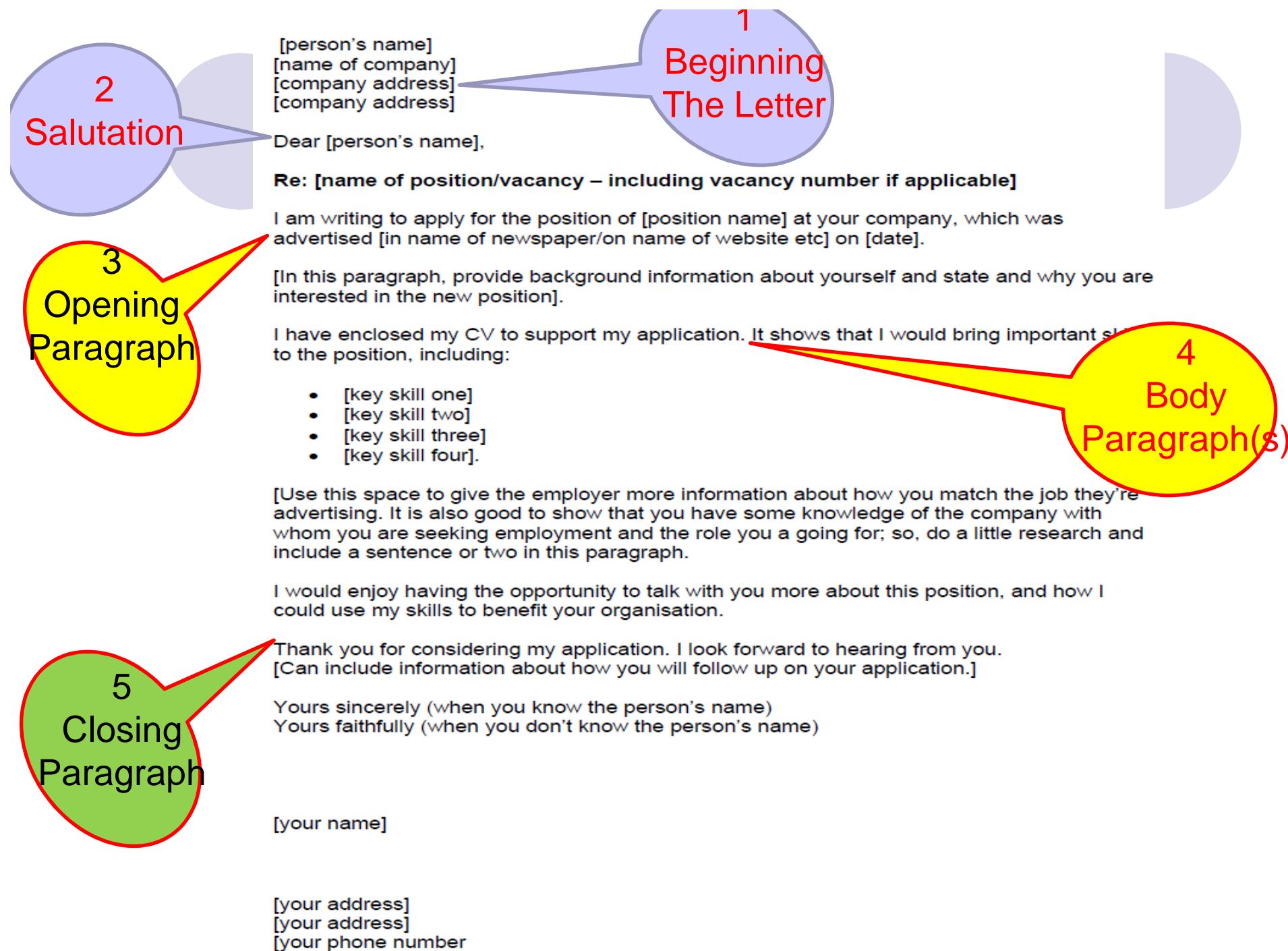
- § not just for spelling and grammar mistakes, but also to make sure that it is a clear representation of you.
- § Check that the content is relevant to the reader or business you are targeting, so that it will encourage them to contact you in order to find out more
- § Ask a friend to check it, too - someone who works in the industry in which you are applying would be particularly beneficial

# Useful web pages:

- | <http://www.alec.co.uk/index.htm>
- | <http://www.handsoncv.co.uk/>

## What is a Letter of Intent?

- ∅ A letter of intent is a *very* brief letter to a training director expressing your interest in their position or job.
- ∅ The letter should contain:
  - § Something brief about you (especially any unique characteristics about you)
  - § Your experiences - concisely summarized
  - § What the program will offer you (relevant to your goals)
  - § What *you* might offer their program



- ∅ All this in **2-3 paragraphs!**
- ∅ Think carefully about each program that you are applying to
- ∅ Good writing *requires* good editing
  - § Do not write a lengthy letter
  - § Editing does NOT include:
    - § Changing the font size, margin or spacing (12pt TNR!)
    - § If it is 'a little long,' something needs to be cut

Highlight your selling points not to repeat the same things that appear in your CV



Company Name

Address

Dear

Re: Agronomist

I am writing to apply for the position of Agronomist at your company, which was advertised [in name of newspaper/on name of website etc] on [date].

I'm Dr. Waled Elkhoby working as a senior researcher (Agronomist) at the Agricultural Research Center Field Crops Research Institute, Rice Research and Training, Sakha, Kafr Elsheikh, Egypt.

I'm agronomist and interested in crops agronomy such as cultural practices, crop ecology (drought, heat and salinity), water management, fertilization, rationalization of water irrigation and pesticide and herbicide, extension, seed multiplication, post harvesting treatments, agricultural project management as well as research projects.

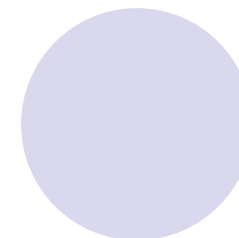
I have enclosed my CV to support my application. It shows that I would bring important skills to the position

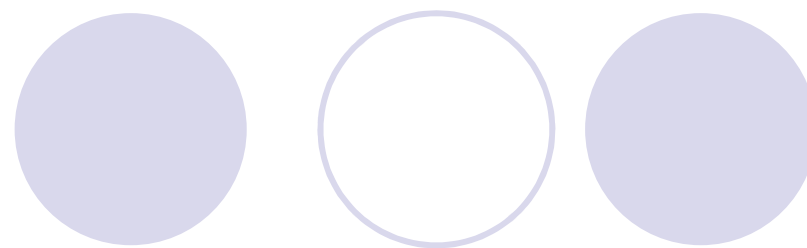
I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

Yours faithfully,

Dr. Waled Elkhoby,  
Agricultural Research Center,  
Crops Research Institute,  
Research and Training Center,  
33717 Sakha, Kafr Elsheikh,  
Egypt.





§ Be sure to send both CV and cover letter to the prospective employer.

Good Luck!