



How to write an Application Letter and Curriculum Vitae





RESUME

or

Curriculum Vitae

(CV)





The standard form of resume in Europe consist of 6 parts:

- **Personal information (details)** : The employer wants to know who are you and how to contact you. Put only essential information.
- **Education**: write from you are in and give the necessary information about you name and address of your school/ lyceum /gymnasium.





- **Work experience:** If you have had any summer or Saturday jobs, describe them.
- **Position of responsibility:** If you don't have work experience, this section can show employers your potential. Write what conference you've been to, what project you've done and what competitions you've taken part in.
- **Skills:** Indicate what you are good at (for example, language, computers, maths, etc).
- **Interests:** You should stress about your interests. Don't just list your interests; add a few details.

Curriculum Vitae

Personal details

Anna Dixon

50 Grove Road
London N12 9DY

Date of birth: 07.06

Tel: 020 8365 7685

Education

2000–2006

Royal Latin School, Bedford. Completed the fifth form.

Work experience

Babysitter

(Saturday job)

Babysat for the neighbours' family. Looking after a seven-year-old girl demonstrated my ability to remain calm and resourceful. Invented lots of new games.

*Office Junior
Assistant*

(summer job)

Received telephone calls, made photocopies.
Proved my ability to be punctual and careful.

Positions of responsibility

Helped to organise a conference for all students at our school this year called "My Future Profession"

Skills

Good knowledge of Microsoft Word and Excel.
Working knowledge of French and Spanish.

Interests

Music: Guitar player in a semi-professional band.

Theatre: Member of the school amateur (любительский) drama theatre.



A letter of application (письмо работодателю)

- 1. Your full address and e-mail. (Адрес и электронная почта)***
- 2. The ... or the name of the person who you are writing to and the name of the organization. (Должность или имя человека, которому вы пишете)***





3. The greeting (*приветствие*): Dear Sir/ Madam if you don't know name. (*Уважаемый сэр/ мадам, если вы не знаете имени*)

Dear Mr/ Mrs/ Ms and the surname if you know. (*Уважаемый мистер/мисс/ миссис и фамилия, если знаете*)





4. Paragraph 1 mentions where you hear (know) about the vacancy and names the job you are applying for. (*Абзац 1 упоминает, откуда вы узнали о вакансии и наименование работы, по поводу которой вы обращаетесь*)

5. Paragraph 2 presents you to the employer, explains why you are suitable for the position. (*Абзац 2 представляет вас работодателю и объясняет, почему вы подходите на это место*)



6. Paragraph 3 mentions your previous work experience (if any), skills and abilities that make you suitable for the job and suggests ways of getting in touch with you. *(Абзац 3 упоминает ваш предыдущий опыт работы, если есть, умения и способности, которые делают вас подходящими для работы и предлагает способы контакта с вами)*



7. The ending (*окончание*): Yours faithfully if you don't know the person's name.

Yours sincerely if you know. (*Преданный Вам, если вы не знаете имени работодателя. Искренне Ваш, если знаете*)

8. Your signature. (*Ваша подпись*)

9. Your full name printed underneath. (*Ваше полное имя печатными буквами*)





A letter of application (образец письма)

35 Gorky Street,
Vladimir 600 199
e-mail: alex@vladnet.ru
15th May 2002

The Manager,
Happy Pizza Restaurant,
5 New Square,
Vladimir 600 007

Dear Sir/ Madam, _____





I am writing in reply to your advertisement in our local newspaper *Vladimir Novosty* for salespeople to work in your new outlet.

At the moment I am a third-year student at Vladimir Teacher Training College studying English and Spanish. I would like to work for you in order to experience. At first hand, an organization which has western roots but has developed for the last decade very successfully in Russia. I have been impressed by the service provided by your staff. I am hoping that I shall now have a chance to help give this sort of service to other customers.





Apart from helping on the farms in my home village at harvest time, I have had no real work experience yet, but from my farm work I know how to work in a team.

However, I hope that you will be kind enough to give me an interview so that I can explain myself better. I have also given my e-mail address above so that you can contact me that way if you wish.

I am enclosing my CV for your consideration.

I look forward to hearing from you.

Yours faithfully, _____

Alexander Popov _____





Put the information in the correct order.

- 1. Relevant skills or knowledge**
- 2. Reasons for applying for the job.**
- 3. Particular points in the CV that show experience is relevant.**
- 4. Why he is writing the letter.**
- 5. Reference to the CV enclosed.**





Writing tip

Planning and writing a CV

- 1. Write all the necessary personal information at the top.**
 - 2. Write the name of your secondary school and any examination results.**
 - 3. Write any responsibilities you have now or had in the past at school.**
 - 4. List any work experience you may have had and when you did it.**
 - 5. Think of any interests you have outside school.**
- Write the name of at least one referee. It can be one of your teachers, or someone who knows you well.**





Plan

Dear Sir/Madam,

Introduction

(Paragraph 1) *explain why you are writing*

Main Body

(Paragraph 2) *your reasons for wanting the job*

(Paragraph 3) *some brief reference to your interests, skills and experience which may suggest that you are suitable for the job*

Conclusion

(Paragraph 4) *closing remarks*

Yours faithfully,

(your signature)

(your full name)





HOMEWORK:

Write your CV and a letter of application.

