



Writing a CV or resumé

CV – British style (curriculum vitae)

Some people omit these labels.

Some people omit the Profile section.

Other useful phrases for a CV or resumé:

- ▶ *Native French speaker*
- ▶ *Near-native command of English*
- ▶ *Adequate spoken Dutch and German*
- ▶ *Baccalauréat, série C (equivalent of A levels in Maths and Physics)*
- ▶ *The qualifications described below do not have exact equivalents in the American system.*
- ▶ *I enclose photocopies of my certificates with English translations.*

Name
Address
Telephone
Mobile
Email
Nationality
Date of birth

There is no need for a title or heading other than your own name.

Mark James Wallace
22 Rocks Lane, Bristol BS8 9DF
0117 945649
0779 9238182
mjwallace@vjbworld.co.uk
British
11 March 1979

Profile

A highly motivated, well-travelled and creative graduate with practical design experience in a large company.

Education

1998 – 2001
1990 – 1997

Cardiff University: BA in Graphic Design
Clifton School, 3 A levels: Art (A); Design and Technology (A); Mathematics (B); 9 GCSEs

Employment

2001 – present

EMS Corporate Imaging, Design Dept.
Riverside House, 19 Charles St, Bristol

Skills

Computer literate: familiar with a number of design and DTP packages.
Clean driving licence.

Interests

Tennis, photography and travel.

References available on request

JENNIFER ROBERTS

1320 Forest Drive Palo Alto, CA94309
email: jroberts@mailbox.com
telephone: (650) 498-129

Objective To obtain a position as a German-English translator with a firm in the Bay Area.

Education

2000–2002 Master of Arts in Translation, Stanford University
1994–1998 Bachelor of Arts (cum laude) Major: German; Minor: Russian, Georgetown University

Experience

2002–present Freelance technical translator, German-English, mostly for hi-tech industries in California
2000–2002 Teaching assistant (German), Stanford University
1998–2000 English teacher, Cambridge Institute, Heidelberg, Germany

Languages Fluent German, conversational Spanish

Personal Interests include sailing, playing the accordion, cooking

Reference Dr M Rosen, Chair, Dept of Modern Languages, Stanford University, Palo Alto, CA94305

Resumé – American style

On an American resumé you may choose whether or not to include your birth date, marital status, children, etc.

Begin with your most recent qualification and work backwards.

Begin with your most recent employment and work backwards.

One or more references may be included on the CV/resumé or they may be included in the letter of application instead.

Lette

Formal

Personnel is called **Huma**

Use **Sir** or **Ma** not know the person you a and use the p (Mr, Ms, etc.) surname if y

Use formal l and phrases

Avoid contra (I am rather

Sign your n it in full aft

Encl. or enc have enclos



Letter writing

Formal Letters Applying for a job – *British style*

	<p>Write the address, name and position of the person you are writing to here.</p>	<p>Never write your name at the top of a letter.</p>	
<p>Personnel is sometimes called Human Resources.</p>	<p>22 Rocks Lane Bristol BS8 9DF</p>	<p>20 April 2005</p>	<p>Write your own address in the top right-hand corner.</p> <p>The date can go on either the left or the right.</p>
<p>Use Sir or Madam if you do not know the name of the person you are writing to, and use the person's title (Mr, Ms, etc.) and their surname if you do.</p>	<p>Ms Patricia Wright Personnel Department Multimedia Design 4 Albion Road London SE1 8DD</p>	<p>Dear Ms Wright</p> <p>I am writing to apply for the post of assistant designer advertised in the Evening Post of 18 May. Please find enclosed a copy of my CV. ❶</p>	<p>In your application use the word post, position or vacancy, not 'job'.</p>
<p>Use formal linking words and phrases.</p>	<p>Since graduating from Cardiff University I have been working for EMS Corporate Imaging on a contract basis. I have become particularly interested in interactive and multimedia work and now wish to develop my career in that direction. ❷</p> <p>I would welcome the chance to work as part of a small dynamic team where I could make a significant contribution while developing my skills yet further. I would be happy to show you a portfolio of my work. ❸</p>	<p>I am available for interview next week and look forward to hearing from you. ❹</p>	
<p>Avoid contractions: (I am rather than I'm).</p>	<p>Yours sincerely</p>	<p><i>Mark Wallace</i></p>	
<p>Sign your name and print it in full afterwards.</p>	<p>Mark Wallace</p>	<p>Enc. CV</p>	<p>In British English end your letter Yours sincerely if you have begun it with a person's title and family name. If you have begun Dear Sir or Madam, then end your letter Yours faithfully.</p>
<p>Encl. or enc. shows you have enclosed something.</p>			

paragraph ❶

explain which job you are applying for and how/where you heard about it

paragraph ❷

briefly describe your most relevant qualifications and/or experience

paragraph ❸

explain why you want the job and why you think you would be good at it

paragraph ❹

say how you can be contacted and/or when you are available for interview



Other useful phrases for a job application:

paragraph 1

I noted with interest your advertisement for a... in today's edition of...

I am writing in response to your advertisement in... for the position of...

I would like to apply for the vacancy advertised in...

With reference to your advertisement in ...

I am interested in applying for the post of...

As you will see from my CV...

I have enclosed a copy of my CV, from which you will see...

Please find enclosed a copy of my CV.

paragraph 2

I am currently studying... at...

After graduating from..., I...

Since leaving university, I have...

On leaving school, I...

Having gained a degree, I...

While I was working at...

During my employment at...

I am currently employed as...

paragraph 3

This post interests me because...

I would welcome the chance to gain more experience of...

I would be grateful for the opportunity to improve my... skills.

I have extensive experience of...

paragraph 4

If you consider that my experience and qualifications are suitable...

I am available for interview any afternoon and would be pleased to discuss the post in person.

I will be available for interview from... to...

I can arrange to attend an interview whenever convenient for you.

Asking

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142 Woc
Denver

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holiday
and I we
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Could yo
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Thank y