



CORSO EUROPASS
ALTERNANZA SCUOLA-LAVORO
Writing a CV and a cover letter

What is Europass?

- Five documents to make your skills and qualifications clearly and easily understood in Europe.
- **Two documents freely accessible, completed by European citizens:**
 - 1 the Curriculum Vitae**

It helps you present your skills and qualifications effectively and clearly. You can create your CV online using tutorials or download the template, examples and instructions.
 - 2 the Language Passport**

It is a self-assessment tool for language skills and qualifications. You can create your Language Passport online using tutorials or download the template, examples and instructions.
- Three documents issued by education and training authorities:**
 - 3 Europass Mobility** records the knowledge and skills acquired in another European country
 - 4 Certificate Supplement** describes the knowledge and skills acquired by holders of vocational education and training certificates
 - 5 Diploma Supplement** describes the knowledge and skills acquired by holders of higher education degrees.
- **Its objective is** to help citizens communicate their skills and qualifications effectively when looking for a job or training



HOW TO APPLY FOR A JOB

First of all you need to prepare
a CV and a COVER LETTER

BUT

What is a CV?

What is a cover letter?

Let's start from your cover letter!



WHAT IS A COVER LETTER? WHAT IS ITS PURPOSE?

- The cover letter is a means of introducing yourself to a potential employer
- Explain clearly and concisely **who** you are, **what** job you are applying for, and **why** you are applying.
- Summarise your key strengths, attributes, qualifications and motivations.
- Convey that you are professional, competent and enthusiastic about the employment opportunity through the language, content and overall layout of the letter.
- Tailor each letter to each application. Never send a 'generic' cover letter to employers.



SUGGESTED STRUCTURE FOR YOUR COVER LETTER

- **First Paragraph:** reason for writing. Say which job you're applying for, where and when you saw the advertisement.

Ex. I am writing to apply for the position/job of group leader at your summer camp advertised in The Daily Telegraph last week.

- **Second Paragraph:** Say what you are doing now, what work experience/ qualifications you have, the skills which make you suitable for the job (Relate your skills to the competencies required in the job)

- **Third Paragraph:** Say why you're interested in that type of work and why the company attracts you. Summarise your strengths and how they might be an advantage to the organisation. Say when you're available to start.

- **Last Paragraph:** Thank the employer and end your letter with the phrase:
I look forward to hearing from you

COVER LETTER

Address of the company you
are writing to

Your address
Date

- TO START YOUR LETTER

If you know the person's name: Dear Mr/Mrs/Ms Smith

If you don't know the name of the person you are writing to: Dear Sir or Madam, Dear
Sir/Madam

- TO END YOUR LETTER

If you start with a name (e.g. "Dear Mr/Mrs/Ms ...") you should end with "*Yours
sincerely*".

If you start with "Dear Sir or Madam" you should end with "*Yours faithfully*".

- Write your signature



Your address

Date

Employer's name and address

Dear Ms. Wise

As a biochemistry undergraduate at the University of Kent I am looking for a placement within a pharmaceutical company from July to September of next year. I am writing to you as I understand that Biologics may have appropriate vacancies available. I have a strong interest in anti-asthma products, as I have a younger sister who suffers from asthma. As I live only 6 miles from your site, travel and accommodation would not be a problem for me.

I first became interested in the pharmaceutical industry through talking to a Kent graduate via the University Alumni Network last March. Since then, discussion with my careers adviser has confirmed my decision to aim for a career in this field.

Gives the dates available to do the placement

States why he is interested in working for the company & shows evidence of having done research

States that he lives close by so won't need accommodation: may give him an advantage over other applicants

States why he wants to work in that field.



Through my degree course, I have been able to develop my interest in biochemistry, improving my laboratory skills and my numeracy skills. I have gained some experience in HPLC and have good computing skills, having used several scientific databases. While at University, I have also been able to utilise my skills in working with people through a variety of vacation jobs. My work at the Tourist Information Office was valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information.

I would be most grateful if you could consider me for any suitable positions within your company. I will be available for interview if required at any time up until Easter. I will be at my home address in Manchester from 18th December to the 4th January: at all other times I can be contacted at my college address. Please find enclosed my CV where you will find further information.

Yours sincerely

John Andrews

JOHN ANDREWS

**Shows his
interest in
science**

**Shows he
gets on well
with people**

**States when
he's available
for interview**

**Mentions
that his CV is
attached/
enclosed**



16th July 2016

Your Address

Mrs. M Foster,
Graduate Recruitment Manager,
Elsewhere Bank plc,
39 High Street,
Manchester. M2 1RS

Dear Mrs Foster ,

I was very interested to read your advertisement for a Graduate Trainee on the University of Kent vacancy database as it precisely fits my career plans.

I first became interested in retail banking during an "Insight" course which I attended during my second year at University. Since then, discussion with my careers adviser and my own research have confirmed my belief that this is a career which will enable me to use not only my interest in business and finance but also my skills in working with people.

I am particularly interested in a career with Elsewhere Bank, because of the high reputation of your graduate training scheme, and your commitment to giving new recruits early responsibility.

During my time as a student I have had a variety of part-time and vacation jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs.

As part of my degree course, I chose to carry out a final-year project which involved a statistical analysis of 150 questionnaires sent to local employers. To process this information, I taught myself to set up and use a database and felt great satisfaction in completing this project well ahead of the end-of-term deadline.

I will be available for interview at any time.

I look forward to hearing from you shortly and enclose my CV for your consideration.

Yours sincerely

John Andrews



WHAT IS A CV?

- A Curriculum Vitae (CV) is an outline of a person's educational and professional history, usually prepared for job applications.
- Another name for a CV is a *résumé*.



HOW TO WRITE A GOOD CV

1. Concentrate on the essentials
 2. Be clear and concise
 3. Always adapt your CV to suit the post you are applying for
 4. Pay attention to the presentation of your CV
 5. Check your CV once you have filled it in
- Do not use the same application for every job, tailor your CV each time.
 - Analyse the job and identify the essential requirements within the role.
 - Think about the employer who will be reading your application, what are they looking for?



1. CONCENTRATE ON THE ESSENTIALS

- Be brief
- Two pages are usually more than enough (Do not exceed three pages)
- If you hold a degree, include your secondary school qualifications only if relevant to the job in question.
- If your work experience is limited, describe your education and training first.
- Highlight volunteering activities and placements or traineeships (It shows that you are willing to give up your time to help others or actively get involved in issues that you are passionate about, and it is also a great way to demonstrate your soft skills)



2. BE CLEAR AND CONCISE

- Use short sentences.
- Concentrate on the relevant aspects of your training and work experience.
- Give specific examples. Quantify your achievements.
- Update your CV as your experience develops. Remove old information if it does not add value for the position.



3. ALWAYS ADAPT YOUR CV TO SUIT THE POST YOU ARE APPLYING FOR

- Highlight your strengths according to the needs of the employer and focus on the skills that match the job.
- Do not include work experience or training which is not relevant to the application.
- Before sending your CV to an employer, check again that it corresponds to the required profile.



4. PAY ATTENTION TO THE PRESENTATION OF YOUR CV

- Present your skills and competences clearly and logically
- Put the most relevant information first.
- Pay attention to spelling and punctuation.
- Print your CV on white paper (unless you are asked to send it electronically).
- Don't insert any picture if it is not required



5. CHECK YOUR CV ONCE YOU HAVE FILLED IT IN

- Correct any spelling mistakes, and ensure the layout is clear and logical.
- Have someone else re-read your CV so that you are sure the content is clear and easy to understand.
- Do not forget to write a cover letter



IN BRIEF

Your CV should be:

- Clear
- Easy to read
- Concise
- Well-organised

It should:

- List only your highest qualifications
- Focus on recent and relevant work experience



IMPORTANT: INCLUDE YOUR SKILLS

- List specific skills that you have, such as confidence and resilience, presenting skills, the ability to work in teams

AND

- Try to give examples of where you've shown your skills

EXAMPLE: Self-motivated and able to meet deadlines, as shown by completing my own project during my summer internship in 2014

Before starting ask yourself a few questions.

- Which of these skills and strengths sound like you?
- If you were asked in a job interview to give an example of when you displayed your skills and strengths, which ones do you think you could give an example of?



EXAMPLES OF SKILLS

- Problem solving skills: I have the ability to problem solve, tested with continuous problem solving exercises given as assessments, which may require mathematical analysis and evaluation (also numeracy skills)
- Computer skills I.T. skills including experience in Microsoft Office (Word, Excel, Powerpoint, Access), Windows 7, using email and the Internet.
- Able to take on responsibility (given extra responsibilities at school in the form of co-ordinating school assemblies and clubs and helping out at lunchtime. Past babysitting work experience required being in a position of responsibility)
- Reliability
- Motivational Skills
- Dedication (Staying On The Job Until It Is Finished)
- Ability to work well under pressure



COMMUNICATION SKILLS

WRITING skills

- Writing up a project or dissertation
- Writing for the student newspaper
- Writing a report for a course placement
- Essays, dissertations, project reports
- Secretary of student society
- Publicity materials for a charity
- Letter to raise sponsorship for an event
- E.g. Written and verbal communication skills built up through essays, presentations and coursework during my time at school/college, and through replying to email queries during my office work placement

SPEAKING skills

- Joining a campus drama group.
- Public speaking or debating
- Seminars
- Working as a receptionist in a vacation job
- Market research, telesales, bar work
- Course presentations
- Student radio presenter
- Excellent telephone manner (built up through work experience involving reception work and answering phones)
- Excellent Communication Skills: Ability To Relate To Coworkers In A Close Environment
- Communication Skills With Public, Fellow Employees, Supervisors, And Customers



TIME MANAGEMENT skills

- Punctuality and time-keeping (as displayed through good attendance when doing early shifts in a summer job)

TEAMWORKING SKILLS


- Team Skills/ Team Oriented/Team Player
- Enjoy working in a team environment, excellent interpersonal skills
- E.g. Worked As Part Of A Team In Previous Summer Office Experience



FLEXIBILITY/ ADAPTABILITY

- Year abroad or independent travel abroad
- Working part-time while studying
- Changing courses
- Combining study with family
- Shift work or working at short notice


CO-OPERATING skills

- Working on a group project
 - Fund-raising
 - Team sports
 - Working as a clerical assistant in a busy office
 - Group project
 - Playing in an orchestra or band
- 

Ability to take the initiative

- Suggesting changes to a course when a student representative
- Getting relevant work experience/project work/sponsorship
- Starting your own business: selling on Ebay
- Starting a new society
- Creating a website
- Coping with a sudden crisis

ANALYSING skills

- Preparing Student Election Statistics
 - Analysing data from an experiment
 - Vacation job as a market research interviewer
 - Voluntary work for a publisher
 - Creative solutions to coursework problems
 - Chess, computing, role playing
- 

LEADERSHIP SKILLS

- **Leadership involves**
- Being able to motivate & direct others
- Taking responsibility for the direction & actions of a team
- Setting objectives
- Organising & motivating others
- Taking the initiative
- Taking a positive attitude to frustration/failure
- Accepting responsibility for mistakes/wrong decisions.
- Being flexible: prepared to adapt goals in the light of changing situations



PLANNING and ORGANISING skills

- Organising your revision schedule
- Planning a trip round Europe with friends
- Stage manager for a play
- Campsite representative for Eurocamp
- Managing a course project
- Organising sporting/charity events
- Students' union activities
- Organising concerts for the elderly
- E.g.: Good Organisation, With Attention To Detail (*Organised A Charity Fundraising Event*)

LEADERSHIP skills

- Leading a group project
- Chairing a student society
- Captaining a sports team
- Mentor in school



SELF RELIANCE

- Music band: playing concerts regularly
- Competitive sport
- Amateur drama

NEGOTIATING skills

- Negotiating the rent with your landlord
- Negotiating the late handing in of essays
- Resolving an argument between friends



PERSUADING skills

- Arguing your case in a seminar
- Getting club members to turn up for events!
- Fund-raising for a local charity
- Telesales job in the vacation

NETWORKING

- Careers fairs
- Speculative applications for work



INVESTIGATING skills

- Researching for coursework in the library
- Student journalism
- Finding out about different careers through work shadowing
- Market research interviewer in a vac. job
- Building your own computer

DECISION-MAKING skills

- Deciding which modules to take next year
- College Welfare Representative
- Buying an expensive item (car or computer)
- Targeting appropriate customers in a sales job



NUMERACY SKILLS

- **NUMERACY Being able to:**
- Use simple statistics.
- Calculate percentages.
- Multiply and divide accurately.
- Read and interpret graphs and tables.
- Use a calculator.
- Managing a limited budget.



COMMERCIAL AWARENESS

- Current affairs interest
- Taking business options on a course
- Organising events
- Reading financial pages of a newspaper
- Strong customer service skills (developed through retail work experience)

NUMERACY

- Working in a pub or bank
- Budgeting your expenses over the year
- Interpreting a statistical table for your course
- Treasurer of committee



LEARNING NEW SKILLS

- Learning a new language
- Taking up a new sport
- Improving your computing skills
- First aid
- E.g. Commitment To Continued Training And Learning
- I am a quick learner, Keen To Learn And Improve Skills/Desire To Learn And Be Trained/Willingness To Learn

LISTENING skills (Ability To Listen)

- Helping the student telephone counselling service
- Working as a waiter or barmaid



USEFUL VOCABULARY: EDUCATION

- Attending my fourth/last/second etc year at my local school/ “Jacopone da Todi” Science school/ Liceo Scientifico High School
- Classics School / Liceo Classico High School
- Language School / Liceo Linguistico High School
- Human Sciences/Arts
- Liceo High School (it doesn't exist in England but it is similar to a British Grammar School) so you can use the Italian term Liceo and add specialising in Art/Classical Studies/ Science/ Languages/ Human Sciences/ Music and Dance



- Placements/traineeships/ internships (“tirocinio”)
- Apprenticeship (apprendistato)
- Lower-secondary education (secondaria di primo grado)
- Upper-secondary education (scuola superiore)
- Secondary school leaving certificate/
baccalaureate
- Diploma di maturità: high school diploma/Italian secondary school diploma : Classical Certificate
- School-leaving examination mark: 90/100



UNITED KINGDOM:

(a) *academic levels*

- GCSEs (General Certificate of Secondary Education);
- GCE A level (General Certificate of Educational Advanced Level) and AS level (Advanced supplementary level);
- Standard Grade (Scotland);
- Higher Grade (Scotland);
- Advanced higher Grade (Scotland).

(b) *vocational levels*

- Vocational Certificates of Secondary Education (VCSE).



NOW IT'S YOUR TURN!

○ Job advertisements

1. TOUR GUIDE

We need three people to work this summer. Good communication skills are essential and you should be friendly, smart and good at dealing with people. Speakers of other languages are especially important as we often have French, Italian, German and Spanish visitors to show around the castle. However, we also need English speakers for our normal tours. You should already have a good knowledge of the castle's history and show a real interest in talking about it.

2. SHOP ASSISTANT

We need people to work on Friday evenings and Saturdays. You should be good at dealing with people and able to work independently. You should also be good at doing simple calculations and it will be good if you have worked with money before. No experience is necessary as you will have one day of training in the shop before you start working alone. You should look smart and must be at least sixteen years old. You must be able to work hard as our supermarket gets very busy at these times.



3. WAITER/WAITRESS

We need energetic, friendly young people to work at weekends. You must be hardworking, polite and helpful at all times, even at the end of a busy day. No experience is needed but you will need to come to an interview and explain why you would be good at this job. Because alcohol is served in the restaurant, we can only employ people aged eighteen or over.

- Which job would you prefer to apply for?
- What skills are required?

WRITE A CV AND A COVER LETTER TO APPLY FOR ONE OF THE JOBS.



REFERENCES

- DROP'PIN @EURES. The place for sharing European youth opportunities

<https://ec.europa.eu/eures/droppin/en>

- EURES. The European Job Mobility Portal

<https://ec.europa.eu/eures/public/en/homepage>

- Careers and employability service of the University of Kent

<https://www.kent.ac.uk/careers/cv.htm>

