

Applying for a job

Applying for a job – Structure of CV

- **Personal details** - Name, address, telephone, email
- **Education and qualifications** – your degree subject and university
- **Work experience** – dates and name of employer (IN REVERSE ORDER!)
 - Be specific about your duties if they have any relevance to your career
- **Skills** – languages, computer, ...

Applying for a job – structure of cover letter

- **State the job you re applying for** and where you found about it
- **Why you re interested** in that type of work
- **Summarise your strengths** and how they might be an advantage to the organisation
- **Relate your skills to the job**
- **Thank the employer** and say you look forward to hearing from them soon

XYZ Company
87 Delaware Road
Hatfield, CA 08065
(909) 555-5555
george.gillhooley@email.com

16 September 2010 (UK) / September 16, 2010 (US)

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed. Please see my resume for additional information on my experience.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours sincerely (UK) / Sincerely (US),

FirstName LastName

Applying for a job

Phrases for a cover letter – key

1 c

7 b

2 i

8 h

3 a

9 d

4 f

10 e

5 k

11g

6 j

Applying for a job

- I am submitting this letter to express my interest in the position of Director of Nursing Services.
- I am familiar with the important role your Center plays within the community.
- I do believe that my practical experience will bring a very significant contribution to the Center.
- I would very much appreciate the opportunity to discuss my potential contributions to your company with you.
- As you may see from my enclosed resume, my experience and accomplishments match this position's requirements.
- I would like to point out that I graduated from the renowned ... College
- Please accept this letter as an expression of my interest in the position of...
- A copy of my resume is enclosed for your review.
- I believe that my skill-set does match perfectly with your requirements.
- I possess the right combination of nursing skills in order to be an asset to your organization.
- I look forward....to hearing back from you....OR.....to your reply.

Applying for a job – job interview

- Tell me about yourself
- Why do you want to work for us?
- Why do you want to leave your current job?
- Where do you see yourself in five years time?

Applying for a job – job interview

- **Tell me about yourself** - the interviewer is checking confident self-presentation and your ability to present relevant information
- **Why do you want to work for us?** - the interviewer is checking motivation and your understanding of the position on offer
- **Why do you want to leave your current job?** - the interviewer is looking for positive motivation, avoid direct criticism of your present employers or colleagues
- **Where do you see yourself in five years time?** - the interviewer is testing your ambition and career planning