

# Week 6

Resume part 3

# 1) Complete this text about a CV using the words listed below:

- Education – experience – font – margins – ~~bold letters~~ – ~~contact number~~ – interests – languages – ~~surname~~ – ~~forename~~ – ~~attractive~~ – ~~useless~~

This is probably one of the worst CVs I've ever seen. It's completely **useless**. There is nothing that makes this candidate **attractive**. First of all the **margins** are wrong; they should be one inch wide, not 1.5 inches. The typing style or **font** should be Arial or Times New Roman. Moreover, the candidate uses **bold letters** everywhere as if he were advertising a product. The section that deals with his **education** doesn't indicate the date of his graduation and he never gives the names of the companies that he worked for when describing his **experience**. How can we reach him when he hasn't even left a **contact number**? He seems to have forgotten that in English your **forename** comes first, and your **lastname** comes second when you present yourself. His name is Franz Liszt, not Liszt Franz. He indicates that he speaks **languages** but he omits his level. The only thing that he seems to have developed are his **interests** but the fact that he's a soccer fan won't get him very far in this company.

## Sort out the letters to find one word to replace the definition

Your strengths are your .....	TESASS	ASSETS / AVANTAGES ATOUT
A resume is also known as a ....	MUULRIRCCU TIVEA	CURRICULUM VITAE
Your D.O.B. is your .....	EATD FO RIBHT	DATE OF BIRTH
Someone who interviews you is also known as a ...	OBJ RRCERETIU	JOB RECRUITER
Someone who sends a recommendation .....	EEEERRFNC	REFERENCE
The letter that is attached to your resume ....	REVOC RETTEL	COVER LETTER
When you meet with someone at a set time you have an	TENMIONPAPT	APPOINTMENT RENDEZ-VOUS
Your first name is also known as your ....	MFNOAEER	FORENAME
A form that you will fill out with your name, address, D.O.B., experience is known as an...	LICAPPTNOIA	APPLICATION DEMANDE CANDIDATURE

### **3) Match the questions to the relevant answers**

**1) Should I place Education above Experience or vice versa?**

b) Most high school and college students include the Education section directly after the objective. However, if you have experience that relates directly to the job you are applying for, you should place the Experience section above Education.

**2) Do the looks of a resume matter?**

e) Absolutely! When sending a resume to an employer or college, don't skimp. Use white or off-white professional weight paper and black ink. Avoid using colored paper or fancy graphics in your resume. Always print resumes using a quality laser printer.

**3) How important is the format?**

c) The importance of the format lies in its consistency. There is no one best resume format. Remember to stick to one format. It shows off your organizational abilities.

**4) How long do employers typically look at a resume?**

a) Less than 30 seconds. Employers often receive hundreds of resumes for a single position. They do not have time to pour over every word on each one. This increases the importance of the smallest details.

**5) Should I use complete sentences when describing jobs?**

d) Not usually. Use action phrases instead. Leave out unnecessary words. Try to match your skills and experience with the employer's needs

# Cover Letter Match

- Each student is given a different resume template, such as a teacher resume, a chef resume, or an engineer resume. Students have 15 minutes to write a cover letter based on their resume, including an introduction, the body that explains their qualifications and a closing paragraph.
- Afterwards, gather all of the resumes and cover letters and shuffle them. Divide the class into two teams: employers and applicants.
- Each employer is given a resume; this is the applicant he is looking for. Each applicant is given a cover letter. Applicants travel from employer to employer, answering questions based on their cover letter, until they find their match.
- Switch so that each student has a chance to be both an employer and an applicant.

- Accountant : comptable
- Bank manager: directeur de banque
- Electrician
- Computer Programmer: programmeur
- Human resources manager: directeur des ressources humaines
- Marketing Manager: responsable marketing
- Baker: boulanger
- Small business owner
- Paralegal: assistant d ' un avocat
- Operations Manager
- Public relations professional: responsable des relations publiques
- Quality manager: qualicien
- Optician: opticien
- Office manager: chef de bureau
- Restaurant manager: gérant de restaurant
- Customer Service: Service clientèle
- Cleaner: agent de nettoyage
- Cashier: caissier
- Sales retail manager: directeur commercial / vente au detail
- Chef
- Flight attendant: hôtesse de l'air
- Interior designer: décorateur d'intérieur
- Nurse: infirmière
- Security guard: vigile
- Firefighter :pompier
- Librarian: bilbliothécaire
- Hairstylist: coiffeur
- Painter: peintre

October 19, 2011

2520 Vista Avenue

Olympia, Washington 98501

Tel: 06 45 23 65 12

E-mail: applicant@gmail.com

Mr. Bob Trimm, Personnel Manager

Ideas Inc.

587 Lilly Road

Dear Mr. Trimm:

Opening paragraph - Use one of the following to bring yourself to the attention of the reader and make clear what job you are applying for:

Summarize the opening / Name the opening / Request an opening / Question the availability of an opening

Middle paragraph(s)- Use one of the following in each of your middle paragraphs to provide the reader with plenty of reasons to invite you to an interview:

Education / Work experience / Ability to work with others and/or alone

Interest in your field / Interest in the company / Responsibilities in previous positions

Closing paragraph - Use the closing paragraph to ensure action on the part of the reader. The last paragraph needs to help ensure that action is taken. You can ask for an interview appointment time, stating that you will be happy to come to the employer's office when convenient. Make it easy for the reader to follow-up by providing your telephone number and email address.

Sincerely,

Harry Hopeful