A person in a dark suit and striped tie is seated at a light-colored desk. They are gesturing with their right hand, pointing towards the right. On the desk in front of them is a clipboard with a pen, a pair of black-rimmed glasses, and some papers. The background is a bright, out-of-focus office environment.

# How to write a CV and cover letter?

prepared by Elizabeth Burykina,  
Ilya Korolev, Ksenia Krasilnikova

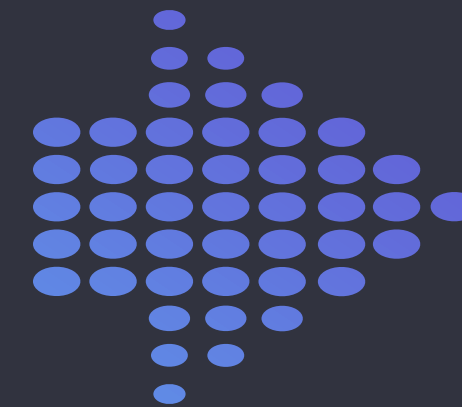
2022

# Review



**01**

CV structure

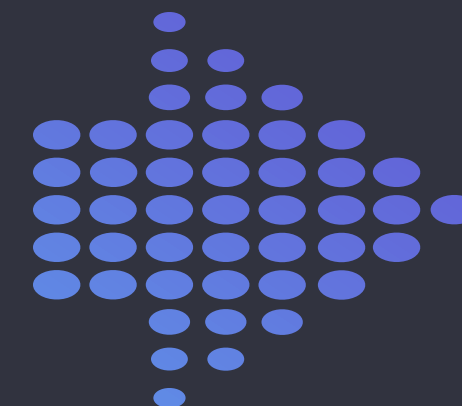


**02**

A video

**03**

A COVER LETTER



**04**

Conclusion



# CV structure



- 1 **Personal information**
- 2 **Purpose**
- 3 **Education**
- 4 **Additional qualification**
- 5 **Work experience**
- 6 **Personal qualities**
- 7 **Special skills**
- 8 **Awards**
- 9 **Scientific activity**
- 10 **Publications**
- 11 **Recommendations**

# Personal information



**First and last name**



**Marital status**



**The address**



**Date of birth**



**Phone number**



**Email address**



## **Purpose**

In this paragraph, the purpose of the summary must be indicated.



## **Education**

In this section you need to write what education you received after school and where exactly.



## **Additional qualification**

In this section, you can specify all professional courses in which you have studied or are studying.



## **Work experience**

In this item, you must provide information about your professional experience.



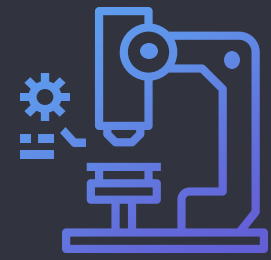
## **Personal qualities**

Our advice: try to put yourself in the place of the employer and think about what qualities a candidate for this position should have.



## **Awards**

This item is only included if you have any meaningful rewards.



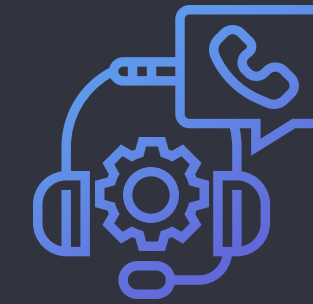
## **Scientific activity**

In the section, you indicate in which area you conducted scientific activities and what achievements you have in this field.



## **Publications**

Here you write the name of your publications, the year of their publication and the name of the publication in which they were published.



## **Recommendations**

In this section, you should indicate the contacts of people who can recommend you as a good specialist.



# Special skills

It is in this section that you have the opportunity to open up and show yourself from the best side thanks to additional skills.



A man in a dark suit and light blue tie is sitting at a wooden desk with a laptop. He is gesturing with his right hand while speaking. The background features large windows with white frames and columns, showing greenery outside. The scene is dimly lit, with the primary light source being the windows.

**5 EASY-TO-IMPLEMENT GOLDEN TIPS**

**FOR WRITING THE PERFECT RESUME.**



**AMELE WALLACE**

Graphic Designer

+00 123 456 789

info@yourmail.com

www.yourdomain.com

City Name, Address Name, Country Name

**Human Resource**

Company Name

124, City Name, Mtro Nmae

CA- 1234, USA

January 01, 2018

**Dear Hiring Manager**

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing info packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have.

sometimes on purpose (injected humour and the like). Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more in obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature,

**Signature**

# A COVER LETTER

is a small text (less than half of A4) that the applicant sends along with a resume by e-mail.

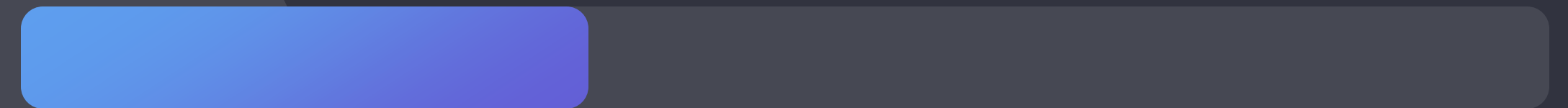


# Cover Letter Structure



**WHO ARE  
YOU?**

**33%**



**WHY DO YOU NEED A COMPANY  
(INSTITUTION, ENTERPRISE,  
ETC.)?**

**67%**



**WHY DO YOU NEED THIS  
COMPANY (INSTITUTION,  
ENTERPRISE, ETC.)?**

**100%**



# What the employer assesses in the cover letter:



✓ **CONCISE**

✓ **LIST OF RECOMMENDATIONS**

✓ **ENTHUSIASM**

✓ **A LITTLE ABOUT PERSONAL**

✓ **UNIQUENESS**

✓ **LIVING STYLE**

✓ **CONTACT INFORMATION**

### **A. Reachability**

Do not write in a letter what you will most likely not be able to achieve in this position.

### **R. Relevance**

Include in the letter only important information for the employer that will show you from the best side.

### **M. Measurability**

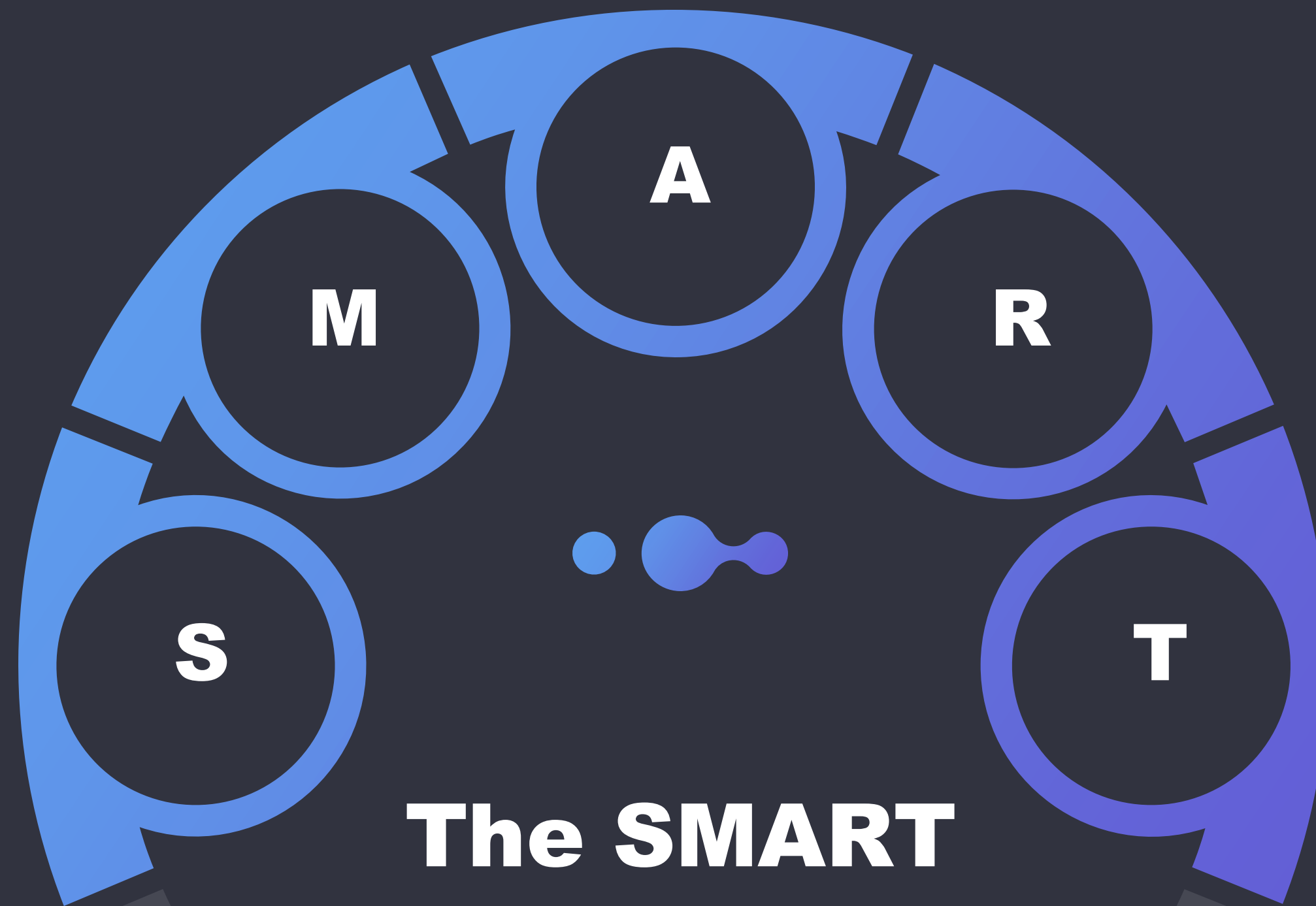
Try to use the maximum number of measurable categories.

### **S. Specifics**

Exclude general expressions from the letter.

### **T. Time limitation**

This is another element that will help fill your letter with specifics.



# In conclusion



I would like to say that a resume should be compiled in an official business style and comply with all the norms of this style.





# That's all



[burykina2004@list.ru](mailto:burykina2004@list.ru)

[Ilyakor0207200@mail.ru](mailto:Ilyakor0207200@mail.ru)

[Krasilnikova\\_ksieniia@mail.ru](mailto:Krasilnikova_ksieniia@mail.ru)