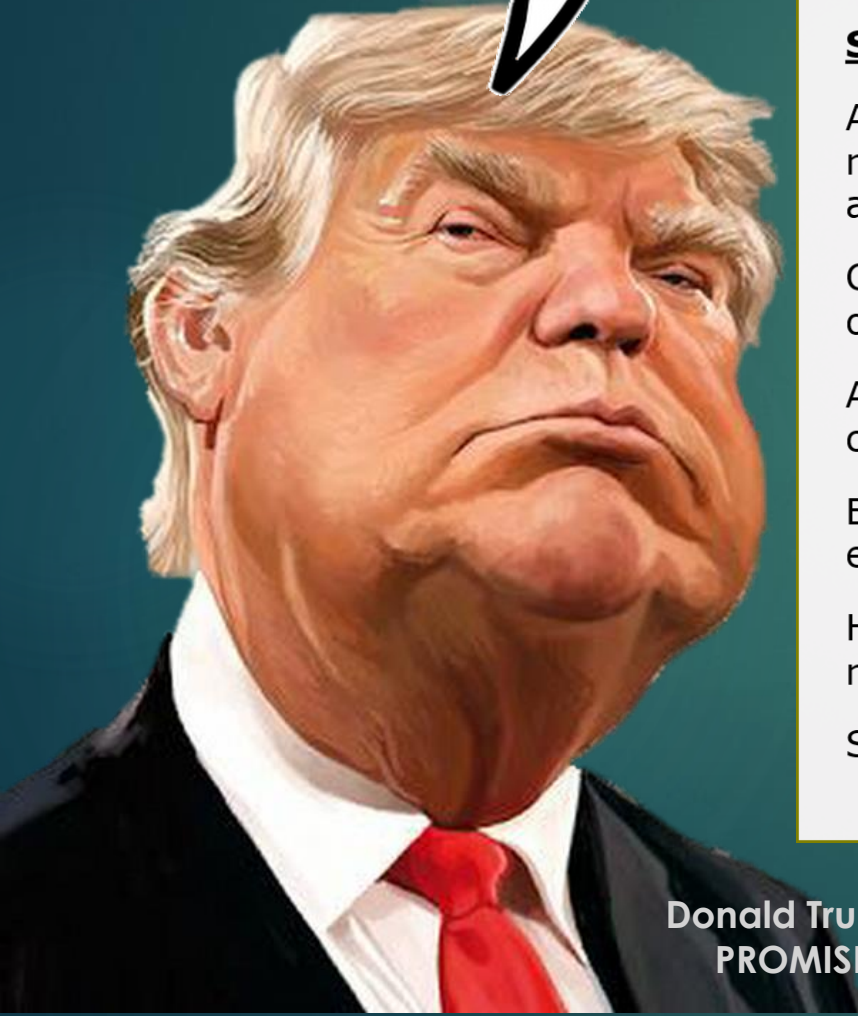


Tip Number 14:
Use bold yet plain
language. Don't waffle
like most people!!!



Donald Trump, the American President.
PROMISES MADE – PROMISED KEPT

14. Sample Resume or CV

Asked for by a prospective employer.



Summarized History of your Work & Accomplishments

A **resume** (American English) or **CV** (British English) is usually requested by a prospective employer as a record of your qualifications and professional experience.

CV stands for the Latin words curriculum vitae, meaning "the course of one's life."

A resume comes from the French résumé, is usually sent with a covering letter.

Both terms 'CV' and 'resume' can be used as they are both understood equally well.

However it's better to use CV with British orientated companies and resume with American companies.

See an example on the next slide. > > >



Thomas Crown

Objective: Seeking an International Sales Management position in Information Technology where my extensive sales experience will be used to the full

Experience

2013-present: Intelo Inc., London

National Sales Manager

- Increased sales from £60 million to £100 million
- Implemented Internet sales grossing £25 million
- Doubled sales per representative from £5 to £10 million

2011-13: Telerona Co., Hull, UK

Northern Sales Manager

- Increased regional sales from £95m to £200m
- Suggested new services adding £35m to revenue
- Expanded sales team from 30 to 60 representatives

2009-11: Esina Ltd, Brent, Middlesex, UK

Senior Sales Representative

Closed deals with 100 major new accounts

Won over 25 competitor clients - adding £50 million to revenue

2006-09: ESS Ltd, Brent, Middlesex, UK

Sales Representative

- Increased sales by 300% annually
- Awarded company's top sales award each year
- Developed Winning Presentations training course

Education

2002-06: London University

Bachelor of Arts - BA, Business Administration & Information Systems

Captain of University Rugby Club

1998-2002: John's School, Gwent, Monmouth, UK

7 GCE 'A' Levels

President of Drama Society

Interests: St Andrew's Board of Governors, rugby, drama, chess

Current Home Address

7 Duke Rd, Bar, Kent, UK

+44-18-12345 tc@re2u.com



15. Sam

Always s

Tip Number 15:
Highlight one
good solid skill or
accomplishment!



Meg F
actres

The Principal, Interplay Languages
77 bd Saint Germain

75006 PARIS

Dear Madam

Director of Studies

I am interested in working as Director of Studies for your organisation. I am an EFL language instructor with ten years' experience to offer you. I enclose my CV as a first step in exploring the possibilities of employment with Interplay Languages.

My most recent experience was implementing the *English Through Drama* workshops for use with corporate clients. I was responsible for the overall pedagogical content, including the student course book. In addition, I developed the first draft of the teacher's handbook.

As Director of Studies with your organisation, I would bring a focus on quality and effectiveness to your syllabus design. In addition, I work well with others, and I am well experienced in course planning.

I would appreciate you keeping this enquiry confidential. I will call you in a few days to arrange an interview at a time convenient to you. Thank you for your consideration.

Yours faithfully

Rachel McQueen





Tip 16:
You need to tell them how good you are in plain not stilted language.

Benedict Cumberbatch, famous actor. He portrayed Sherlock Holmes in the turn of century private eye.

To Whom It May Concern:

Reference for Mr Edward Fairhead

Edward Fairhead joined the Just Juices Company in July 2010. Since then he has proved to be a most reliable and effective member of the sales team.

Edward is professional and efficient in his approach to work and very well-liked by his colleagues and executive clients. He is well-presented and able to work both independently and as part of a team.

His contribution to all areas of company activity in which he has been involved have been much appreciated.

'stilted' means used to impress (not recommended)
I believe that Edward will make a valuable addition to any organization that he may join. We regret (very much) his decision to move on and I can recommend him without

'character reference' means information about a person
hesitation.

'private eye' private detective
I would gladly answer any request for further information.

Sincerely,

Yours faithfully

Leena Puller
Managing Director

