

Career Tuesday

How to write an English application

Vortrag des WiSo-Career-Services

31. Januar 2012

17:45 Uhr im Hörsaal XXIII





How to write an English CV

Top Tips and short introduction from my colleagues in UK*:

There is no single "correct" way to write and present a CV but the following general rules apply :

- Tailor: It is **targeted on the specific job** for which you are applying and brings out the relevant skills you have to offer
- **Remember the purpose**: You want an interview (and than the job)!
- It is carefully and **clearly laid out**: logically ordered, easy to read and not cramped
- **Be concise**: It is informative, but only one page
- It is **accurate in content, spelling and grammar**

* Quellenangaben am Ende des Dokument





How to write an English CV

CV Formats

Traditional (Reverse Chronology)

- ⇒ Most commonly used
- ⇒ List of your education, working experience and additional activities
- ⇒ most recent experience/achievement first

Skill-Based

- ⇒ Often used when changing career direction; for candidates with a lot of experience

Academic CV

- ⇒ Used when applying for academic posts





How to write an English CV

General differences between English and German CVs:

In English CV

- No picture
- No Date of Birth (**OK in UK**)
- No Parents
- No Marital Status
- No Religion
- No Nationality (**OK in UK**)
- No salary expectation
- No Date and Signature





How to write an English CV

Possible components of Traditional CVs

- Header with contact details
- Job objective
- Personal Profile*
- Education
- Work Experience
- Military Service / Community Service or Alternative Civilian Service
- Honors and Achievements
- Special Skills and Interests
- References

Other possible headings: Qualifications, Relevant Experience, Voluntary Work, Additional Skills/Languages/IT, Scholarships, etc.

* Only when comfortable





How to write an English CV?

Contact details

- name, address, telephone number and email
 - be aware of international spelling (e.g. +49 221; Cologne...)

USA:

SARAH ADAMS
15 Orchard Road, Essex, CM12DH
0762412388
sarah.adams@xmail.co.uk

UK:

Jennifer Brahms
2 Green Lane, Exeter, Devon, EX6 6SE,
Tel: 01342 875800, Mobile: 0794728562 Email: jenny.brahms@virgin.net
Nationality: British; Date of Birth: 12.03.84





How to write an English CV?

Job objective/ Career Objective/ Job target:

Example:

Seeking an Entry Level position in...

INTERNATIONAL BUSINESS • ANALYST
Masters Degree in Global Finance, Trade and Economic Integration
Fluent in English, Spanish, and Russian

- a challenging position within Sales/Marketing
- as a computer programmer
- To obtain an internship within the marketing department of xyz to enhance my education and experience as a marketing professional

→ Don't exaggerate





How to write an English CV?

Summary/ Personal Profile/ Strengths*:

Give the reader in few words specific information about your person and your (professional) profile

Example:

PROFILE

- Award-winning, multilingual Business Student with extensive professional and entrepreneurial experience.
- Awarded 2001 Student Leader for exemplary service in student government.
- Received 2001 Service Award for outstanding contributions to campus activities.
- Fluency in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, and PowerPoint; programming in Visual Basic and HTML; Web design.

- keep profile concise und clear
- reflect the opportunity on offer in its emphasis
- no must have, but nice add-on





How to write an English CV?

Education:

University

- degree subject (= Studiengang) and university (name and place)
- further information about majors
(= Schwerpunkte/Module/Profilgruppen)

School:

- School (name and place)
- High school diploma supplement or A-Levels equivalent (Abitur)
Give further informations about majors (=Leistungskurse)





How to write an English CV?

Education

- Example 1:

EDUCATION AND QUALIFICATIONS

2004-2005

Leeds University

MSc Exploration Geophysics

- Project: Seismic reflection and refraction survey across and active fault, Long Beach California, in collaboration with the US Geological Survey. A four-month project involving fieldwork and analysis leading to seminar for the USGS and at Leeds University.

2000-2004

Merton College, University of Oxford

MEarthSc Earth Sciences 2.1

- Independent Fieldwork Project. Six weeks spent geologically mapping an area of the Cantabrian Mountains, Northern Spain. (Summer 2002)
- Masters Project.
Collection and interpretation of gravity, magnetic and seismic data. A field and laboratory based research project leading to a 3000 word dissertation.

1992-1999

Cardiff High School

A levels: Physics A, Geography A, Maths A AS level: History A

GCSE's: 6 at grade A*, 3 at grade A

Academic awards:

- Russell prize for outstanding achievement at A level.
- Mantay award for contribution to the life of the school.

- Help employer by adding some explanation
- Add any awards and relevant course details





How to write an English CV?

Education

Example 2:

Education

University of Applied Sciences	TFH Berlin: Mechanical Engineering Specialization in Manufacturing Degree to be earned: "Dipl.-Ingenieur (FH)" GPA: Outstanding	10/2004 - present
Vocational Secondary School	"Teutloff – Schule" in Braunschweig Degree earned: Certified Technician for Automation Techniques	4/2000 – 3/2004
Apprenticeship	Volkswagen AG Braunschweig Degree earned: Certified Industrial Mechanic Specialization in manufacturing processes, steering systems, front and rear axles, tool and dye making, production lines	2/1994 – 1/1997

- Mention grades unless poor
- No need to mention anything below Gymnasium





How to write an English CV?

Work experience

- Use action words such as developed, planned and organised.
- Even **work in a shop, bar or restaurant** will involve working in a team, providing a quality service to customers, and dealing tactfully with complaints.
- **Don't mention the routine, non-people tasks** (cleaning the tables) unless you are applying for a casual summer job in a restaurant or similar.
- **Try to relate the skills to the job.** A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would place a bit more more emphasis on persuading and negotiating skills
- **PAR Approach – Problem Action Result:** How have I solved which problem successfully?





How to write an English CV?

Work experience

Example 1:

Work experience

Krupp Módulos
Automotivos do Brasil Ltda.

Engineering Internship in Curitiba, Brazil

9/2005 - 3/2007

- optimized supply chain and work processes
- conducted process analysis of welded seams
- recorded time studies

Volkswagen AG
Braunschweig

Industrial Mechanic

7/1999 - 9/2004

- improved connecting rods effecting savings of up to € 800,000 per year
- designed cost centers
- operated machine tools

PAR

Military Service

Lüneburg

7/1998 – 6/1999

Volkswagen AG
Braunschweig

Industrial Mechanic

2/1997 – 6/1998

- specialized in shock absorbers



How to write an English CV?

Further relevant information about YOU

Honors and achievements

- Dean's Award, Fellowships

Stay abroad

- Work and Travel/ Gap Year

Volunteer work

- chair of a student society, organizing events

⇒ Anything **relevant to the job** is worth mentioning

⇒ Any **evidence of leadership** is important to mention: captain or coach of a sports team, course representative, scout leader.





How to write an English CV?

(Special) Skills:

Languages

- English (fluent), German (native speaker), French (advanced)

Computer Skills

- Microsoft Office (Level), specific software

Personal Interests

- Don't put many passive, solitary hobbies (reading, watching TV, stamp collecting)
- Show a range of interests to avoid coming across as narrow
- Be honest





How to write an English CV?

Further Information

Example:

VOLUNTARY WORK

Nov 2006-March 2007 **Central Charity**, Brussels
Committee Member: Assessed requests for funding from NGOs.
June 2003 **Salvation Army**, Paraguay, Asuncion
Carer: Looked after children living in a hostel.

OTHER RELEVANT EXPERIENCE

Travelling: I have travelled extensively in Central America and the Far East.

OTHER SKILLS

Languages: French, good written and spoken; German, basic knowledge.
IT Skills: Good knowledge of word processing and spread-sheet packages.

INTERESTS

Regularly play tennis and enjoy socialising and going to the theatre. As an undergraduate I rowed and played tennis for my college. Flute, Grade 6; Group Drama, Grade 8.





How to write an English CV?

References:

a) References available upon request

References

Available upon request

b) Direct contact details

- Provide references from different positions
- Inform your references about your plans

References

Frieda Glockenau
Project Director
Freiburger Bergbahn
Starkenstrasse 17
79104 Freiburg
Germany
+49 761 217 2678

Paul Abbing
Managing Director
Abbing and Habinghorst
Rheinstrasse 34-40
47259 Duisburg
+49 203 137 7778

Prof Max Reimann
Civil Engineering
Department
Duisburg University
Markgrafenstrasse 7
47057 Duisburg
+49 203 444 1000

REFEREES

Dr Jo Bloggs, Dept. of Earth Sciences, Leeds University. Tel. 01625 2771234

Dr Ellie Phant, Tutor, Merton College Oxford, OX1 4JD Tel. 01865 2743221





Example

Formatting – keep it simple to avoid distortion if opened in another program/version. Use a single consistent way of conferring emphasis.

Font – stick to one clear font throughout. Arial, Times New Roman are typical. 11pt minimum for main text.

Addresses – clear and compact, consider where is a better contact for them if a vacation is approaching.

Charlotte Brown
 57 Worthington Road, Kington, HR5 1KL
 charlotte.brown@oriel.ox.ac.uk 07947 28562

Education
 2008-2011 **BA Archaeology and Anthropology, University of Oxford**

- Led five member university team on six week excavation of Iron Age site in Jordan. Coordinated accommodation and travel arrangements for the team
- 10,000 word dissertation on the Marsh Arabs of Southern Iraq

2000-2007 **Kington High School**
 A levels: Geography A, Maths A, Physics A, Music A
 GCSEs: 8 at A*, 2 at A, including Maths and English

Work Experience

Summer 2010 **Finance Department, Quest International, Ashford, Kent**

- Researched and prepared response for the UN Claims Commission regarding lost revenue due to the Iraqi conflict
- Updated expenses database to ensure accurate data records
- Redesigned and tested new expense claim form, now in use

Summer 2009 **Head Waitress, Rose and Crown, Kington, Herefordshire**

- Responsible for organising duty rota for 15 staff
- Ensured excellent response to customer enquiries

2007-2008 **Gap Year placement with Shires Aggregates**

- Liaised with site engineers to solve technical problems
- Developed skills in daily testing and sampling aggregates for highways

Positions of Responsibility

2009-2010 **Vice-President of JACARI (Oxford University Charity)**

- Supported 250 volunteer home tutors for children in local schools with English as an additional language
- Ensured that all new volunteers were fully trained
- Successfully applied for two funding bids totalling £3,000

2008-2009 **JCR Welfare Rep, Oriel College**

- Completed one week peer support training course
- Ran a well-attended programme of weekly welfare events
- Supported team of seven welcoming new students to the college

Additional Skills

Languages: French, good written and spoken; Arabic, intermediate spoken
 IT Skills: Advanced Excel, Word and Access; basic HTML

Interests & Activities

Travelling: During my gap year I travelled extensively in the Middle East, visiting 15 Roman sites, recording observations at www.charlottesromansites.blogspot.com

Music: Lead cellist in Oxford University Orchestra, also member of string quartet performing regularly at local venues

Make your name stand out – you don't need "curriculum vitae".

Add any academic awards, grades or expected grades (if available) and relevant course detail.

Reverse chronological. Emphasise the most relevant aspects of each experience for this role / opportunity.

Summarise GCSE subjects unless specially requested or relevant.

Bullet point detail throughout gives evidence of required competencies.

Emphasise achievements and responsibilities, not just the activity. Avoid purely listing skills or duties.

Indicate your level of skill.

Give tangible examples of your interests.

One or two full sides, good quality paper.





Vokabular – Übersetzungen

Sammlung des Vokabulars

- für die Beschreibung von Tätigkeiten (Action verbs such as developed, planned and organised)
⇒ See appendix
- für deutsche Studiengänge, Schulabschluss und Noten
z.B. USA High School diploma – A+, A, A-
GB A-Levels - A
D Abitur – Eins





How to write an English CV

Main sources:

<http://targetjobs.co.uk/careers-advice/applications-and-cvs>
<http://www.careers.ox.ac.uk/students/getting-a-job/cvs-and-applications/cvs/>
<http://www.kent.ac.uk/careers/cv.htm>
<http://www.careers.ox.ac.uk/students/getting-a-job/cvs-and-applications/>

Linksammlung:

England

<http://www.exeter.ac.uk/employability/cvs/>
<http://www.exeter.ac.uk/employability/cvcreator/examples.php>
http://www.prospects.ac.uk/covering_letters.htm

USA

<http://www.career.arizona.edu/students/cv>
<http://www.cvtips.com/resumes-and-cvs/cv-to-us-resume.html>
<http://www.careereducation.columbia.edu/resources/tipsheets/resumes-and-cvs-curriculum-vitae>
http://gecd.mit.edu/sites/default/files/CV%2008_11_0.pdf
<http://career.utk.edu/cv.php>

Neuseeland

<http://www.auckland.ac.nz/uoa/cs-cv-examples/>





Action verbs

ACTION WORDS FOR APPLICATIONS

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Action words can help make an application stand out. Here are some examples:

Accomplished	Instituted	Awarded	Chaired
Co-ordinated	Planned	Determined	Discovered
Encouraged	Simplified	Expanded	Gained
Improved	Advocated	Launched	Maximised
Organised	Delivered	Produced	Recognised
Responsible	Established	Transformed	Coached
Achieved	Instructed	Authorised	Earned
Counselled	Prepared	Developed	Generated
Engineered	Solved	Explained	Mediated
Increased	Analysed	Led	Recommended
Oversaw	Demonstrated	Promoted	Communicated
Saved	Evaluated	Budgeted	Edited
Administered	Interviewed	Devised	Handled
Created	Presented	Facilitated	Negotiated
Enjoyed	Supervised	Managed	Reconciled
Initiated	Assembled	Raised	Completed
Performed	Designed	Captained	Employed
Set up	Examined	Directed	
Advised	Invented	Founded	
Decided	Prioritised	Marketed	
Ensured	Targeted	Ran	





How to write an English Cover Letter

The cover letter is your chance to explain in more detail why you're perfect for the job you're applying to!

Cover Letter = “Elevator Pitch“

General advice

- Keep it brief, don't exceed one page.
- Try to find out the name of the contact person and address the letter to him/her or use 'Dear Sir or Madam' if you don't know their name.
- Avoid inappropriate language such as slang or technical jargon.
- Use brief, informative sentences and short paragraphs.
- Have it proof read! Check spelling, grammar, and punctuation.
- Be enthusiastic – more than you would be in a German cover letter!





How to write an English Cover Letter

Preparation for specific application

- Read job advertisement carefully
- Do research on potential employer
- Prepare your vocabulary
- Check whether you are “perfect” for the job

And in general

- Check whether you will need any work permission/ visa etc. which might require a lot of planning and time beforehand!





How to write an English Cover Letter

Are you perfect for the job?

1st read closely

Below is an example of a job advertisement:

The Maximal Group Graduate Openings for Planning Researchers

We are specialist advisers to corporate owners and high net worth individuals. We have built up a reputation for working with companies and individuals, to enhance their business and personal finances. This has been achieved through the development of highly specialised products and services, designed specifically for those markets.

We offer outstanding opportunities for top quality graduates. Starting as a Planning Researcher, you will be trained and qualified to advance to the role of Planning Associate and then the prestigious role of Corporate Consultant. You will have:

- A 2:1 or above in any degree discipline
- At least 300 UCAS points
- Solid communication skills
- Well-developed IT skills
- The ability to manage your workload and responsibilities, either on a solo or teamwork basis
- A genuine interest in business, finance and people

Starting salaries will be in the range £16k-£20k, with share options, unrivalled training and career advancement opportunities. To apply, send your CV and a cover letter to Mr J. Hawes, Recruitment Manager, The Maximal Group, PO Box 3746, Essex, CM19 7HN.





How to write an English Cover Letter

2nd Match advert with your profile

They want	My evidence
2.1 or above	Yes
300 UCAS points	Yes
Communication skills	<p>Written</p> <ul style="list-style-type: none">• Reports during work experience at Wests• Emphasise variety within studies (essays, dissertations, reports, etc)• College Debating Society publicity material <p>Verbal</p> <ul style="list-style-type: none">• Presentation of final-year project• Oxford Union• GCSE private tuition
IT skills	<ul style="list-style-type: none">• MS Office (at university and for jobs) Word, Excel, PowerPoint• Internet - basic HTML writing webpage for Debating Society
Managing workload and responsibilities	<ul style="list-style-type: none">• Solo - Study at Oxford! Successful final-year project• Self-starter - organising useful work experience and tutoring service• Team - Debating Society committee well-attended debates, outside speakers, promotion of society
Interest in business/finance/people	<ul style="list-style-type: none">• Read <i>Financial Times</i> and <i>The Economist</i>• Work experience (Wests and Tesco)• Tutoring and debating





How to write an English Cover Letter

Structure:

1) Short Introduction

2) Why this job?

3) Why me?

4) Conclusion





How to write an English Cover Letter

Introduction

- Shortly explain why you are writing and how you heard of the position
- You can give basic information about yourself.

I am writing in response to the recent vacancy notice for your company on the Oxford University Careers Service website, and wish to apply for the post of Fundraising Officer. As you will see from my CV, I am in my final year at Oxford University, studying Mathematics. Whilst maths is a subject I enjoy, I wish to pursue my long-standing interest in charities and voluntary work, now that I am approaching graduation.

Ms Gill Cooper
OxiAID
Carstairs Street
London
W12 6YG

14 Bay Tree Road
Birmingham
B23 6TY

10 November 2010

Dear Ms Cooper

I wish to apply for the post of Fundraising Officer which I saw advertised on the Oxford University Careers Service website. I am in my final year at Oxford University, studying Mathematics. I have a long-standing interest in charity work and believe that I have the qualities and experience required to be a successful fundraiser.

Hinweis: Use Ms when unsure about marital status





How to write an English Cover Letter

Why this job?

- Explain why you're interested in the job and the employer.
- Target the letter at the employer -> use information from research, use “their” vocabulary.
- Explain what factors attract you to them - don't just repeat text from their publicity material.

My enthusiasm for pursuing a career in this area stems from my interest in working with disadvantaged young people, and my desire to make full use of my skills in motivating people to make a difference. OxiAID has established its credentials working in some of the most challenging areas of social aid and the government funding recently awarded to the organisation is recognition of the success of its philosophy. After my experiences with Jacari, I am attracted by the opportunity to help other young people and to develop my fundraising skills in such an environment.





How to write an English Cover Letter

Structure:

Why me?

Refer to relevant skills, experience and knowledge

Match with advert (see preparation!)

Example 1

You indicate that a requirement for the position is a track record of success in meeting sales goals. I have done this. After completion of my B.S. in biology, and prior to beginning my master's degree in marketing, I worked for two years as a sales representative with a regional whole foods company. My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. I would like to repeat that success in the pharmaceutical industry, using my academic background in science and business. I will complete my M.S. in Marketing in mid-May and will be available to begin employment in early June.

Motivating people to work with me towards a common, worthwhile goal is something that I find hugely enjoyable and rewarding. As Marketing and Publicity Officer for last year's college ball, I was extremely pleased that we had more applicants for tickets than ever before, and was particularly proud that the marketing pack I put together to send out to potential sponsors played its part in attracting record levels of sponsorship. One of the most rewarding aspects of being at Oxford has been the work I have done with Jacari. During my time on the committee, the number of volunteers involved with the project has increased by 50%, and I have enjoyed both the challenge of raising the profile of the society and my work with the young people themselves. One of the aspects of voluntary work that particularly appeals to me is the spirit of teamwork that often accompanies it, and this has been apparent on the working holidays I have been on with the National Trust and English Heritage.





How to write an English Cover Letter

Structure:

Conclusion

Example 1:

I would welcome the opportunity to discuss my application with you and look forward to hearing from you.

Yours sincerely

Joseph Williams

Example 2:

I feel that the position offered would be ideal in giving me the opportunity to use my education and skills to provide a high level of service for the international client profile you describe. I look forward to hearing from you.

Yours sincerely

Sara Green





14 Bay Tree Road
Birmingham
B23 6TY

Ms Gill Cooper
OxiAID
Carstairs Street
London
W12 6YG

10 November 2010

Dear Ms Cooper,

I wish to apply for the post of Fundraising Officer, which I saw advertised on the Oxford University Careers Service website. I am in my final year at Oxford University, studying Mathematics. I have a long-standing interest in charity work, and believe that I have the qualities and experience required to be a successful fundraiser for OxiAid.

My experiences with Jacari have made me realise that I am attracted to the opportunity to help other young people and to develop my fundraising skills in such an environment. OxiAID has established its credentials working in some of the most challenging areas of social aid, and the government funding recently awarded to the organisation is recognition of the success of its philosophy.

I have really enjoyed motivating people to work with me towards a common, worthwhile goal. As Marketing and Publicity Officer for the College Ball last year I was extremely pleased that we had more applicants for tickets than ever before. I believe that the marketing pack I put together for potential sponsors played its part in attracting record levels of sponsorship. One of the most rewarding aspects of being at Oxford has been the work I have done with Jacari. During my time on the committee the number of volunteers involved in the project has increased by 50%, and I have enjoyed both the challenge of raising the profile of the society and my work with young people themselves. One of the aspects of voluntary work that particularly appeals to me is the spirit of teamwork which often accompanies it. This spirit has also been apparent on the working holidays that I have been on with the National Trust and English Heritage.

I would welcome the opportunity to discuss my application with you, and will call in a few days.

Yours sincerely

Joseph Williams





How to write an English Cover Letter

Main sources

<http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>

<http://www.careers.ox.ac.uk/students/getting-a-job/cvs-and-applications/covering-letters/>

<http://oxforddictionaries.com/words/writing-job-applications>

Further links:

- <http://www2.careers.govt.nz/how-to-get-a-job/cvs-and-cover-letters/how-to-write-a-cover-letter/>
- <http://www.kent.ac.uk/careers/applic.htm>
- <http://www.auckland.ac.nz/uoa/cover-letters>
- http://www.tcd.ie/Careers/students/jobsearch/apply/complete_application_forms.php

