

CV or Resume, Covering Letters [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

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**17 King's Terrace, Richmond, Surrey, UK
Tel: +44 181 123 456 Email: tc@repu.co.un**

Ms Jennifer Andrews
Managing Director
Micronet Technologies
Westminster Tower
LONDON EC7 7IT

17 August 2002

Confidential

Dear Ms Andrews

European Sales Manager

I should like to propose my candidature for the position of European Sales Manager with Micronet Technologies as advertised in the latest issue of the Financial Times. As you know, I am currently National Sales Manager with Intel where I have expanded sales by more than 50% annually. In total, I have twelve years' experience in information technology and sales to offer you.

...»[19,1]

«...

As you can judge from my enclosed CV, I have consistently increased sales and profitability in each of the companies I have worked with. I have also become highly involved in Internet sales, which is one of the reasons for my particular interest in a forward-looking, network-based group like Micronet Technologies.

As European Sales Manager within your group, I would aim to strengthen your existing partnerships and oversee an aggressive policy of revenue growth, building on my extensive experience and contacts.

I know that you will understand the need for confidentiality and discretion. I look forward to calling you in a few days to arrange an interview at a mutually convenient time.

Yours sincerely

[signature goes here]

Thomas Crown

...» [19, 1]

17 King's Terrace, Richmond, Surrey, UK
 Tel: +44 181 123 456 Email: tc@repu.co.uk

Name My Name
 Thomas Crown
Address My address
Telephone 0123456789
Email me@myownemail.com

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

Experience 2003-present Intel Inc. London, UK

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.

2001-2003 Teletrona Systems Edinburgh, 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.

1999-2000 ESS Holdings Cambridge, UK

Senior Sales Representative

- Increased sales by 300% annually.
- Closed deals with 100 major new accounts.
- Won over 25 competitor clients - adding £50 million to revenue.

1996-99 ESS Holdings Cambridge, UK

Sales Representative

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

...»[19, 1]

«..

Education 1992-96 London University London, UK

- BA, Business Administration & Information Systems
- Captain of University Rugby Club

1988-92 St Andrew's School Plymouth, UK

- 4 GCE 'A' Levels
- President of school's Drama Society

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

...»[19,1]

«..

Name My Name

Address My address

Telephone 0123456789

Email me@myownemail.com

Professional Experience

20??-present Company Name

My Job Title

- My duties/responsibilities 1
- My duties/responsibilities 2
- My duties/responsibilities 3

20??-?? Company Name

My Job Title

- My duties/responsibilities 1
- My duties/responsibilities 2

19??-?? Company Name

My Job Title

- My duties/responsibilities 1
- My duties/responsibilities 2

...»[20]

[19] file://H:\ingilizce\Sample Business Letters Sample Resume or CV (EnglishClub_com)... 04.12.2006

[20] © <http://EnglishClub.com>

«...

Education & Qualifications

19??-??

My University/College/School

- My Degree/Diploma/Qualification 1
- My Degree/Diploma/Qualification 2

Professional Skills

- My skill 1
- My skill 2
- My skill 3

Languages

- Language 1 (fluent/excellent/good/some knowledge)
- Language 2 (fluent/excellent/good/some knowledge)

Interests

My Interest 1, My Interest 2, My Interest 3, My Interest 4

Referees

- Name (telephone number)
Address
- Name (telephone number)
Address

...»[20, 1]

«...

Your name

First name Surname (for example, John Brown)

Include a **good** photo if you want or if requested

Address	17 Any Road, ANYTOWN, Anycountry
Telephone	+44 171 123 4567
Fax	+44 171 123 4567
Email	myname@anydomain.net

Personal Information

Marital status:	<ul style="list-style-type: none">• single• married• divorced• separated• widowed
Nationality:	French
Date of birth:	State your date of birth in the form 1 January 1975 or January 1st, 1975
Age:	28
Place of birth:	Town, Country

Objective	State the position or opportunity that you are looking for. (This must be short . One or two lines only.) ...» [21, 1]
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«...

Summary of qualifications	Make a short list of the qualifications you have for this job. (This should be short . Your full qualifications will appear later under 'Education').
Professional experience	List your jobs in reverse chronological order (last is first).
Education	List your university/school in reverse chronological order (last is first).
Specialized skills	Any additional special abilities you have (for example, computer programming) that may be of interest to the employer.
Patents and publications	List any relevant inventions you have made or books, articles and papers you have published.
Additional professional activities	List any relevant work activities not listed elsewhere.
Professional memberships	List any relevant professional associations or clubs of which you are a member.
Extracurricular activities	List any relevant activities that you have outside work.
Volunteer experience	List any relevant activities (present or past) that you have done unpaid.
Awards received	List any relevant awards or prizes.
Accreditations	List any official recognition of you by a relevant organization.

...»[21]

«...

Security clearance	For certain jobs with government or companies contracted by government, it may be necessary to state your level of authorization to work on classified or confidential projects.
Civil service grades	If relevant , list your grades or levels as a civil servant (that is, state employee).
Community activities	List anything you do for your local community (for example church or school) if it is important or relevant for this job. ...» [21]
Languages	If necessary, list the languages you can speak. You can use the following descriptions: <ul style="list-style-type: none">• mother tongue• fluent• excellent• good• some knowledge
Travel	Details of travel and exposure to cultural experiences that may support your application.
Interests and activities	List things that you like or like doing (for example governor of local school, going to opera, drama or tennis). ...» [21]

«...

Hobbies	List your favourite leisure-time activities (for example, stamp-collecting). You should include this only if you think it will be interesting for the employer. You may prefer to include this under 'Interests and activities'.
Additional information	Add any additional information that is necessary and relevant for a particular job.
References	If required, give the names and addresses of (two) people who can give you a reference. Alternatively, you can state 'Available on request.'

...»[21,1]

«...

In general, 5 or 6 headings will be enough for most resumes or CVs.

...»[21,1]