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## WRITING JOB APPLICATIONS

*T*he job application is perhaps the most important piece of writing for each one of us. With the increasing competition in the job market today, it is specially important that we write a good resume, or curriculum vitae (cv for short). In India, we often use the word ‘bio-data’ for a CV. In this unit you will learn to write good job applications.



### OBJECTIVES

After studying this lesson, you will be able to:

- distinguish between a resume and curriculum vitae (cv);
- write good resumes and CVS; and
- write a covering letter to suit different job requirements.

### 30.1 DIFFERENCE BETWEEN RESUME AND CURRICULUM VITAE

Your job application may take the form of a resume or a curriculum vitae (CV). A CV means “course of life”- that is, a short and crisp summary of your qualification and experience.

A resume is a more comprehensive document of your life. While CV is considered British in style; resume is considered American in style.

The CV is now outdated and an increasing number of companies are demanding a resume to get a far clearer picture of a candidate. Study the formats provided in the boxes below. Are they very different? If so, how?



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### CURRICULUM VITAE

Name : Nivedita V. Chandratreya  
 Address : 'Pooja Gargi Society'  
 Flat No. 15, Happy Colony  
 Road No. 2, Kothurud Pune 41009  
 Maharashtra, India.  
 DATE OF BIRTH : 17 January 1967.

#### KEY QUALIFICATIONS:

- A thorough in-service training in child education.
- CELTA (Certificate of English Language Teaching to Adults)
- Eight years of teaching experience.
- Possess excellent knowledge of English, Hindi, Marathi, Indonesian and French

#### EDUCATION:

- Bachelor of Arts (English Literature) Fergusson College, Poona University, India. (April 1998)

#### WORK EXPERIENCE:

Position : -Assistant Teacher (June 1989 to September 1990)  
 Employer : -Abhinav Vidyalaya Pre-Primary School, Poona, India.  
 Classes taught : - Kindergarten  
 Assisted in the development of dramatics, art and graphics  
 Attended various seminars on 'Early Childhood'

Position : -Classroom Teacher (October 1990 to October 1996)  
 Employer : - Gandhi Memorial International school, Jakarta.  
 Classes taught : - Grade 3 and 5 (Primary School)  
 Subjects taught : - English, General Science, History, Geography, Health Education –Responsible for CAS Club a part of international Baccalaureate Programme.  
 -Attended English Language Seminar in September 1994 at Bandung  
 – Attended Seminar on introduction of international Baccalaureate (GMIS-Jakarta)

Reference : Mr. Jakos Carlos, Principal  
 Gandhi Memorial International School, Jakarta.



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TREVOR JOHN MARTIN

275 Taboot Street

Pune-411004, Maharashtra

020-74563

E-mail: martint@usa.net.in

**EMPLOYMENT OBJECTIVE**

Financial research assistant, leading to a management position in corporate finance.

**PERSONAL DETAILS**

BIRTH : 29-08-1976

MARITAL STATUS: Single

**EDUCATION**

Beachelor of Business Administration (1998) Pune University

Major : Finance                      Minor: Computer Science

Grade: 3.88 grade point average of possible 4.0.

**EMPLOYMENT EXPERIENCE**

First Bank (Khadakwaka Branch, Pune)

Research Assistant intern, May 1998 to April 2000

Assisted Manager of Corporate Planning and developed computer model for long range planning.

**SPECIAL SKILLS AND ACTIVITIES**

Associate editor, Business School Newsletter.

Wrote two articles on financial planning with computer models;  
surveyed business periodicals for potential articles; edited submissions.

**REFERENCES**

Available upon request.

**box-2 Resume**

What do you notice? In essence, a CV is no different from a resume. They both include your personal details, details related to your training, education and work experience.

There are, however, differences in format, headings used, sequence in presenting information, etc. Since the resume includes a few more headings that CV usually does not include we will concentrate on writing good resumes. Moreover, resumes are more descriptive and up-to date.



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## 30.2 WRITING AN EFFECTIVE RESUME

In writing a resume study the kind of job you are applying for. Ask yourself what information about you and your background would be most important to an employer. On the basis of your answer to this question, decide what sort of details you should include and how you can effectively present them.

A number of different formats can be used. The most important thing is to make sure that your resume is:

- attractive
- well-organised
- easy to read, and
- free of errors.

A common format contains the following:

- Heading
- Personal details
- Employment objective
- Education
- Employment experience
- References

### (a) Heading

Start with your name, address, telephone number and e-mail ID. These are usually centered on the page. Use formatting conventions like underlining, bold, different font size and spacing to make it appear like a heading. Do not include a date or you will have to keep changing it.



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**(b) Personal Details**

Personal information includes details of age, sex, marital status, race and religion. Sometimes candidates choose not to provide all of these because they may have a negative impact on the employer.

You should, however, see yourself from the eyes of your employer and provide whatever information that would honestly and effectively represent you.

**(c) Employment Objective**

State not only your immediate employment objective but the direction you hope your career will take. For example:

“A position that allows me to use my Computer Sciences training to solve engineering problems”.

It enables the employer to identify your purpose quickly. You may exclude it if you do not have a clear objective. On the other hand, if you have experience and knowledge, the employment objective will allow you to display this. For example.

House-keeping duties in a five-star hotel.

**(d) Education**

Whether you list education or experience first depends on which is the stronger in your back ground. If your education and professional training is strong, list education first. If you have one or more years of job experience, list experience first. For both education and work experience move from the most recent down sequence. For example.

**EDUCATION:**

|             |                             |      |            |
|-------------|-----------------------------|------|------------|
| PGDPM &IR   | XLRI, JAMSHEDPUR            | 1982 | 5.67/8.00  |
| B.Sc NDA,   | Khadakvasla, Pune           | 1978 | 3.00/10.00 |
| PRE DEGREE  | Sc. Fergusson College, Pune | 1975 | 64%        |
| SSCE (11th) | Loyola High School. Pune    | 1974 | 71%        |

**LANGUAGES :** Hindi, Marathi, Bengali, German, Russian.

If education is your strong point and your marks have been good, you may list them and name the institutions you have studied in. You may also wish to list **ACTIVITIES AND HONOURS** you have achieved. Posts that you have held; games and sports you are good at, can also be included.



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You can also choose to have details listed under SPECIAL SKILLS AND ACTIVITIES. This category usually comes near the end. You may include skills such as knowledge of foreign languages, writing and editing abilities, specialized technical knowledge, community activities, etc. Be selective, do not repeat information you have already provided. Include only those items that support your employment objectives.

### (e) Employment Experience

List all your full-time, part-time and temporary jobs, starting with the most recent and working backwards. Provide brief descriptions of your duties if they are similar to the job you are applying for.

Specify any promotion or award you receive. If you have been with a company for a long time highlight your achievements.

If you wish to stress the skills you have gained from your work experience, you can list jobs by the functions performed. For example:

- FRONT LINE
- SALES MARKETING
- TRAINING
- PROJECT DEVELOPMENT

#### Example:

##### TRAINING

- Advised and trained novice computer users.
- Wrote and maintained UNIX operating system.

### (f) Reference

You may include references as part of the resume or state “will be furnished upon request”. Do not give anyone as a reference without first obtaining his/her permission. Then provide the title, full name, address, telephone number, e-mail ID of the person.

## 30.3 WRITING AN EFFECTIVE LETTER OF APPLICATION

Often called a “covering letter” a letter of application must precede your CV or resume. Study the letter of application in the box below. What do you notice?



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Milind Padhye ,  
7, Anandvan,  
A-6 Paschim Vihar,  
New Delhi.  
110063

Date: October 2, 1994,  
The Administrative Manager,  
British Council Division,  
New Delhi

Ref: Your advertisement in the Pioneer of September 18,2004.

Sub: Application for the post of “Personal &Unit Assistant”

Sir,

I have more then 9 years of composite experience in Word Processing Database and DTP. I have done my graduation in Science and also possess good knowledge of spoken and written English. I have edited a number of books on computers. I can handle PCs and related hardware with ease. With this background, I would like to submit my candidature for the above mentioned post. I hope the above meets your requirements. I will be available for interview, at a date that suits you.

Thank you,

Yours faithfully,

Milind Padhye

The letter of application is essentially a sales letter. Your immediate objective is to have your letter read so that you will be called for the interview. Therefore, your letter must do three things:

- Catch the reader’s attention favourably.
- Convince the reader that you are qualified for the post; and
- Request for an interview.

Provide the following information:

1. Identify the job by title and state how you heard about it.
2. List your qualifications for the job in summary form. Stress education and /or work experience according to your own situation/ need. Then refer the reader

to your resume for the other important details.

3. State where you can be reached and when you will be available for an interview.



## WHAT YOU HAVE LEARNT

In this lesson, you have studied samples of CV, resume and letter of application. You have also learnt how to write these and tailor them according to the jobs you are applying for.



## OVERALL QUESTIONS

1. Select a job advertisement that is suitable for you from the recent newspapers, Write a letter of application that you may write if you wish to apply for it.
2. The curriculum vitae that Milind Padhye wrote is given below. Re-write it using the hints given to you in the lesson. Write out your answer in your exercise book.

### *Curriculum Vitae*

Name : Milind Padhye  
 Date of Birth : September 27, 1960  
 Address : 7, Anandvan  
 A-6 Paschim Vihar  
 New Delhi- 110063  
 Phone : 5685764  
 Marital Status : Married  
 EXPERIENCE : Freelance from 1987 till date  
 COMMERCIAL :

DTP and Word Processing for companies like GAIL, Ministry of Agriculture (AISLUS), WAPCOS and publishers like Tata McGraw Hill, Galgotia, Roli Books etc.

### **TRAINING/CONSULTANCY :** (DTP, Word Processing dBASE)

USIS (Span magazine), DAAD (German Academic Exchange Service), CMC Ltd.

AISLUS (Ministry of Agriculture) and other private organizations and individuals.



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**EDITING :** (Computer books only)

Tata Mc Graw Hill, Galgotia Publications, Wiley Eastern and CMC Ltd.

**SERVICE From** 1983 to 1987

Big Database Pvt. Ltd.

*Designation:* Assistant to Director

Nature of Duty:

Preparation of briefs of fields for starting query Service on Import-Export Policy, Custom and Excise rules.

Supervision of juniors for accuracy in data entered in the database

Conversion of data from database to Word processor format to enable for publishing books.

General maintenance and upkeep of computers.

Lancer Press

*Designation :* Computer Operator

Nature of duty:

Creation of Mailing lists for company's own Mail Order service, using dBASE III Plus.

Word processing and DTP of company's books.