

# Job Application and CV Writing

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# Job Application

- Letter written for searching/seeking a job is called as job application letter.
- Job application functions as a personal qualification for the job you are seeking.
- An employer makes a decision on whom to call for the interview on the basis of the application letter.

# Job Application

- Format/layout must be attractive and impressive.

# Types of Job Application

- Type 1: All the information regarding qualification, experience & personal details given in the letter.
- Type 2: Written in two parts
  - a. Short covering letter: giving reference to the advertisement and your most significant qualification for the post.
  - b. Curriculum vitae, which gives details about you and your qualification.



# Format of Job Application Letter

- 1<sup>st</sup> paragraph: Gives what position you are applying for and refer to advt. in newspaper, other media etc.
- 2<sup>nd</sup> paragraph: candidate presents himself/herself as the right candidate for the job. Here attention is called to merit by highlighting your special achievement. Also, employer is informed how you could fulfill their demands and contribute to the institute.
- 3<sup>rd</sup> paragraph: gives closing statement, assurance how you could fulfill your duties and also some formalities how you could be contacted for interview and also, pay expectations.

# Guidelines for Writing for Covering Letter

- Try to get a thorough information about the job from advt., agency or someone who knows about it.
- Do not address your letter as 'to whomsoever it may concern' (it concerns)
- Sometimes it is necessary to mention the reference no. of the advt. in addition to the date & name of newspaper .(in case of several advts. flashed on the same day by the same institute).
- Highlight qualifications , contributions and attributes that qualify you as someone with talent to offer.
- A candidate must be honest & sincere and state only truth that can be supported by documents.

# Guidelines for Writing for Covering Letter

- Let your positive attributes and qualifications speak about you (don't evoke sympathy).
- Use bullets in listing your accomplishments.
- Check your letter for errors in spelling, grammar and punctuation.
- Use simple language and uncomplicated sentences.
- Mention the extracurricular activities you participated in school/college and skills relating to your work and leadership qualities you have acquired.
- Covering letter should be clear, concise and courteous.



# Curriculum Vitae (Format)

## 1. Personal details

- Full name
- Address
- Telephone number
- Date of birth
- Place of birth
- Marital status



# Curriculum Vitae (Format)

## 2. Educational Qualifications

- Education (in chronological order )  
school/college/university.
- Qualifications obtained with grades & date
- Any professional body that you belong to

# Curriculum Vitae (Format)

## 3. Work experience

- Employment details like name of the company and the employer, J.T. / post held , along with dates.

# Curriculum Vitae (Format)

## 4. Any other information

- Languages known
- Special interests/extra curricular activities
- Any special achievement

# Curriculum Vitae (Format)

## 5. References

- Names of two/three references with address
- Generally two references are given
- \_ one reference- applicant's present/previous employer
- \_ second – character references – should be taken of person having a distinct identity/social status.
- Referees/references can write a recommendation letter in favour of applicant.



# Aim of CV

- To ensure that the applicant's name is included in the list of candidates to be interviewed.
- **Remember**
  1. Scrutinize the advt.
  2. Read the qualifications & experience required.
  3. Project your right qualities.
  4. Draft separate CV for every new post.
  5. Layout should be attractive.

# Writing good CV (Guidelines)

- Understand yourself , your career potentials & current employment market.
- Find out what your employer is looking for and accordingly relate your skills & experiences .
- Follow precision & brevity. CV should be written in only two pages.
- Avoid mentioning nationality , unless you are applying for a job overseas.

# Writing good CV

- Don't mention your exact percentage unless exceptional. Give division/class.
- Highlight your personal skills , attributes and accomplishments in extracurricular activities.
- Revise your CV after every new experience you gain, developing new career goals or advance to higher levels of work.

Thanks