

# Cover Letter

# What is a covering letter?

- A cover letter, covering letter, motivation letter, motivational letter or a letter of motivation is a letter of introduction attached to, or accompanying another document such as a résumé, curriculum vitae or any other application or request.

# A cover letter for CV

- A personal introduction and helps to sell your application
- Why you're the best candidate for the job

## Your cover letter needs to show:

- why you are interested in the job
- how your skills and experience match the job
- why an employer should read your CV.

# How to write a cover letter

- **First paragraph** : Begin by stating the position you're applying for, where you saw it advertised
- **Second paragraph**: Write why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.

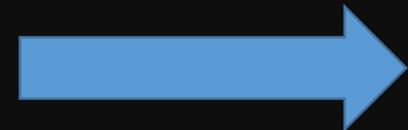
# How to write a cover letter

- **Third paragraph** : Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.
- **Last paragraph** - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview

Finish by thanking the employer and say how you are looking forward to receiving a response.

# A good cover letter should include

- Your name, email address and phone number at the top of the page on the right
- The name of the employer and the contact person's full name on the left
- A reference line – 'Re:Application for Casual Retail Sales Assistant position'
- An address to the reader directly (e.g., 'Dear Mr Moyle' - try to avoid using 'To whom it may concern' if you can)
- An opening statement that briefly introduces you to the reader
- A main body that highlights qualities and characteristics you have that are relevant to the job
- A closing paragraph asking to arrange an interview.



# Job Application

Resume, Curriculum Vitae or Bio-data

# Resume

- Education, skills & employment summarized together is called a Resume.
- A resume is an **outline** of what you are and **does not list down all details** of a profile, but showcases specific skills customized to the target job.
- The career objective, followed by education qualification, project details, major skills, internships, work shops, strengths/weakness, interests, personal details....

# CV

- CV contains details which are more relating to education and life.
- It is a more in depth details than a resume.
- It may be 2 to 3 pages or even longer
- It covers all details in a **chronological order**.
- It covers **general talent** rather than specific skills for any specific positions.

# Bio data

- Bio data is nothing but an old fashioned terminology for Resume or CV.
- The focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status etc. other than education and experience

# Resume, Curriculum Vitae or Bio-data

- A **Resume** would be ideally suited when experience people apply for specific positions where **certain specific skills** are more important than education.
- A **C.V.**, on the other hand should be the preferred option for **fresh graduates** or people looking for a career change. It could also be used by people applying for academic positions.
- **Bio Data** are not common in the international markets where personal information like age, gender, religion are not required to be submitted by candidates.

**Resume CE**

## Victor Durand

E-Mail: victorjdurand@gmail.com  
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### Academic Details

#### 2004-2008 - MIT, BS in Mechanical Engineering

- Followed my passion in Product Design and Manufacturing coursework
- Great in Mechanics and Materials
- Wrote a weekly column on Lean Manufacturing concepts in *The Tech*

### License

- Licensed Massachusetts Professional Engineer

### Work Experience

**Date of Joining:** 2014-06 to 2017-07

**Post:** Manufacturing Engineer

**Organization:** Raytheon IADC

**The scope of work:** Designed manufacturing procedures, processes, and production layouts for equipment installation, assembly, machining, and material handling. Redesigned machine arrangements for better efficiency. Increased production quality, measured by, for example, 32% less defects. Came up with new ideas in the Quality, Cost, and Time Lean Manufacturing.

**Date of Joining:** 2009-05 to 2014-06

**Post:** Manufacturing Engineer

**Organization:** BAE Systems

**The scope of work:** Executed daily manufacturing engineering activities, including working with teams to design and implement manufacturing processes and layouts. Increased employee engagement. Redesigned Kanban system. Improved the manufacturing department's customer communication with some fresh ideas.

**Date of Joining:** 2008-06 to 2009-05

**Post:** Freelance Engineer

**Organization:** Freelance

**The scope of work:** Sourced a small motor gear box for a customer's specifications. Assisted with design of a small custom microscope optics system. Performed CAD design for a new sports visor idea.

### Hard and Soft Skills

- Manufacturing production design
- Leadership
- Equipment installation layout
- Collaboration
- Lean manufacturing
- Communication

### Additional activities

Active member, American Society of Manufacturing Engineers.

## Victor Durand

Engineer

### Personal Info

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### Hard Skills

Manufacturing Production Design  
Expert

Equipment Installation Layout  
Expert

Lean Manufacturing  
Expert

Material Handling Layout  
Advanced

Workflow Development  
Advanced

### Soft Skills

Leadership  
Expert

Collaboration  
Advanced

Communication  
Advanced

Energetic mechanical engineer with 9+ years experience. Seeking to put proven skills in process and production design to work for Boeing. Increased production efficiency by 35% at Raytheon IADC. Decreased costs 28% and cut lead times by 22%. Lowered defects 32% department-wide.

### Experience

#### 2014-06 - Manufacturing Engineer

2017-07

*Raytheon IADC*

- Designed manufacturing procedures, processes, and production layouts for equipment installation, assembly, machining, and material handling.
- Redesigned machine arrangements department-wide for improved efficiency. Increased production efficiency by 35% over previous arrangement.
- Spearheaded the Quality, Cost, and Time Lean Manufacturing initiative. Decreased costs 28% and cut lead times by 22% across the department.
- Increased production quality, measured by 32% less defects, 25% less customer complaints/returns, and 30% less rework on all projects.

#### 2009-05 - Manufacturing Engineer

2014-06

*BAE Systems*

- Executed daily manufacturing engineering activities, including working with teams to design and implement manufacturing processes and layouts.
- Increased employee engagement in the Lean program by 42%.
- Administered the manufacturing department's customer communication initiative. Increased fidelity of communications with customers by 22%.
- Redesigned Kanban system. Decreased inventory by 53%.

#### 2008-06 - Freelance Engineer

2009-05

- Sourced a small motor gear box for a customer's specifications.
- Assisted with design of a small custom microscope optics system.
- Performed CAD design for a new sports visor idea.
- Consistently delivered to customer needs at 20%+ under budget.

### Education

#### 2004 - MIT, BS in Mechanical Engineering

2008

- Followed my passion in Product Design and Manufacturing coursework.
- Excelled in Mechanics and Materials.
- Pursued an independent study program in Machine Layout Design.
- Wrote a weekly column on Lean Manufacturing concepts in *The Tech*.

### License

Licensed Massachusetts Professional Engineer

### Award

2015 Spearheaded team that received Shingo Prize for Manufacturing.

### Additional Activities

- Active member, American Society of Manufacturing Engineers.

## Jill Santos

E-Mail: [jillsantos1@gmail.com](mailto:jillsantos1@gmail.com)  
Tel: 555-555-5555

Address: 134 Rightward Way Portland, ME, 04019

### Academic Details

08.2008 – 05.2012 – **University of Texas at Austin**

- Bachelor of Science in *Elementary Education*
- Graduated Cum Laude
- Active member of Alpha Phi

### Work Experience

**Date of Joining:** 2013-08 to now

**Post:** Fourth Grade Teacher

**Organization:** West School District, Smith Elementary

**The scope of work:** Increased standardized test score for students in science and reading. Created a book club that resulted in 50+ students joining. Integrated technology into learning with Smart Boards, iPads, and computers. Modified curriculum for a English Language Learner (ELL) and various Special Education Students in the regular education classroom.

**Date of Joining:** 2012-08 to 2013-08

**Post:** Teaching Assistant

**Organization:** West School District, Jones Elementary

**The scope of work:** Worked in both a kindergarten and first grade classroom. Collaborated with classroom teacher to administer tests and curriculum instruction to students. Commended by teachers and principal for innovative instructional activities. Maintained constant communication with parents and guardians about student progress and report cards.

**Date of Joining:** 2011-08 to 2011-12

**Post:** Interactive Field Experience

**Organization:** South School District, Wilson Elementary

**The scope of work:** Provided teacher and classroom support. Led educational games and group activities. Used knowledge in special education to support teachers and students. Gained experience assisting students with a wide range of disabilities and learning differences, including ADD, ADHD, cerebral palsy, autism spectrum disorders, and dyslexia.

### Hard and Soft Skills

- Creative thinking
- Curriculum design
- Time management
- Public speaking
- Student safety

### Certificates

2015 First aid & CPR (American Red Cross)  
2014 TX Teacher Certified

## JILL SANTOS

Elementary Education  
Professional

### Personal Info

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### Skills

Creative Thinking  
Excellent

Curriculum Design  
Advanced

Time Management  
Excellent

Differentiated Instruction  
Intermediate

Public Speaking  
Advanced

Student Safety  
Excellent

### Volunteer

2014-01 - present  
**Big Brothers, Big Sisters**  
*Active Volunteer*  
• Connected and built a relationship with talented 9-year old girl.

Engaging **Elementary Education Teacher** with over five years of experience guiding individualized instruction and meeting state standards. Proficient in English as a Second Language (ESL) instruction and Individualized Education Plans (IEPs). Seeking to bring intelligent, enthusiastic solutions to your students at Smith High School.

### Experience

2013-08 - present  
**Fourth Grade Teacher**  
**West School District, Smith Elementary**  
• Increased standardized test score for students in science (30%) and reading (24%) by implementing creative coursework into the curriculum.  
• Established an extracurricular book club that resulted in 50+ students joining and reading an average of 9 books a year.  
• Integrated technology into learning with Smart Boards, iPads, and computers.  
• Modified curriculum for a English Language Learner (ELL) and various Special Education Students in the regular education classroom by translating the concepts or explaining the concepts in simpler steps.  
• Built a collaborative and friendly classroom environment using and enforcing behavior guides, team teaching, and interactive learning.  
• Trained and mentored two exceptional student teachers who have now been hired at neighboring school districts.

2012-08 - 2013-08  
**Teaching Assistant**  
**West School District, Jones Elementary**  
• Worked in both a kindergarten and first grade classroom.  
• Collaborated with classroom teacher to administer tests and curriculum instruction to students.  
• Commended by teachers and principal for innovative instructional activities and calm, yet authoritative classroom approach.  
• Maintained constant communication with parents and guardians about student progress and report cards.

2011-08 - 2011-12  
**Interactive Field Experience**  
**South School District, Wilson Elementary**  
• Provided teacher and classroom support.  
• Led educational games and group activities.  
• Leveraged knowledge in special education to support teachers and students within self-contained (resource) and inclusion classrooms.  
• Gained experience assisting students with a wide range of disabilities and learning differences, including ADD, ADHD, cerebral palsy, autism spectrum disorders, and dyslexia.

### Education

2008-08 - 2012-05  
**University of Texas at Austin Bachelor of Science in Elementary Education**  
• Minor in communications.  
• Graduated Cum Laude; asked be commencement speaker at graduation.  
• Active member of Alpha Phi.