

Technical English for Engineers
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Lecture – 37
CV/Resume and Cover Letter

So, as we reach the end of our course, I thought it would be very apt to end it with how to build up your CV or as we call it resume.

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What is the difference between CV and resume? I let you know in a moment. Remember it comes with an accent; we pronounce it as resume and even write it. Of course, now it is an acceptable form to write it and pronounce it as resume, which is not very accurate.

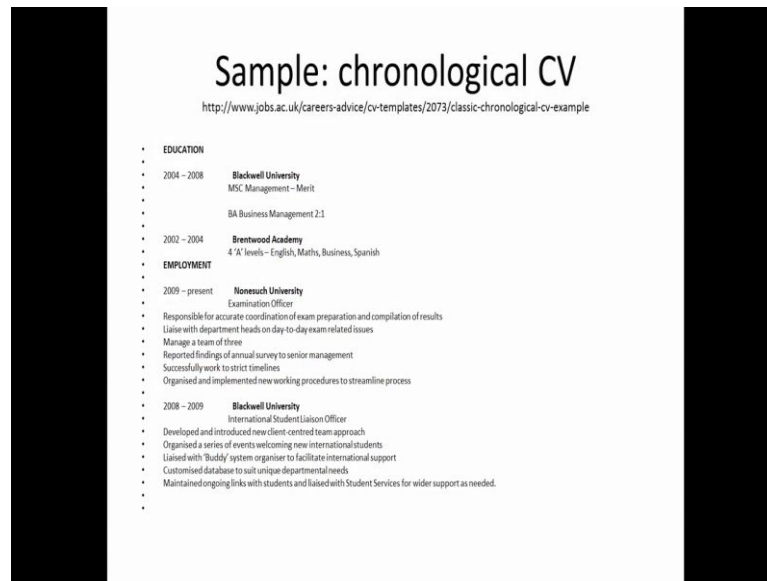
So, coming back to what we are going to do today. We are going to see how we construct and structure, our CV or resume; how to write a cover letter. Cover letter can be for job purposes or even for applying to universities abroad. We have already seen how to do these things in one of our early lectures. We have seen how to apply to foreign universities recommend; ask for letters of recommendation and ask for – request for PhD supervision. So, all those kinds of letters are formal letters; so is a cover letter.

CV or resume can be categorized into types – chronological and functional CV. Also, we have how to write your cover letter. So, you have to remember how to write the address; how to write salutation, introduction, the body and conclusion. So, consider and go back to your recent lectures on essay writing and even the various kinds of letters that we have been doing. And, remember that, it is always a three paragraph format; if not always, then mostly to be on the safe side; and then conclusion, signing off and signature. So, those are the silent features of a cover letter. CV and resume that can be chronological or functional we will see, what is the difference.

Now, what does a CV do? What does a CV do? CV presents your education and work qualifications or rather work experience – the places where you have been working. So, CV in other words is a record a document of your education and your work experience. It also tells the reader your potential employers that, what skills do you possess; I mean you always pitch your CV according to the news and requirements of a particular job. So, remember it is very good to keep a ready structured CV, but always be willing to make it flexible for various kinds of jobs.

So, every job may have a different requirement; be flexible. So, construct and revisit your CV accordingly. Remember CV is usually done in a structured or in a chronological way, that is, and what do you we mean by chronological? The dates are mentioned clearly. So, for example, you did your B Tech – 2003 to 2008; and then, you did your M Tech – 2009 perhaps to 2011. So, it could be like 2003 to 2007, 2008 to 2010 and whatever way you feel that you want to project your CV. So, we are giving the dates; in other words, the years of your achievements, the years of your qualifications and your degrees.

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Here is a sample chronological CV. Please take a look at this. Please read the slide. See how chronological CV is constructed. Look at the way education, there is a separate column. It is good to give your CGPA, rank and percentage those kinds of things against every qualification. Then, look at the details of employment and the designation. And, below that in a few lines, what are the responsibilities and then, also look at – go below and then you will see the person has also given us the previous experience. So, before doing his present job, what was he doing? He was working as an international student liaison officer. And, what were the responsibilities; all right? So, this is an ideal chronological CV. It gives you as much information as necessary and it also gives the reader some sense of what your interests are and how you can be used in a company or in an organization.

Now, as I said that, I will give you the distinction between CV and resume; that distinction is of British and American language. British English calls it CV, while resume is more American English. On an American resume, you may or may not include your date of birth, marital status etcetera. American style also starts with the most recent qualification and work experience in a backward order. So, that is a distinction. This is the CV that I just showed you is British. And, conventional CV always uses a date of

birth and also marital status. We also give our address; of course, address has to be there, whether you are following the American or the British pattern.

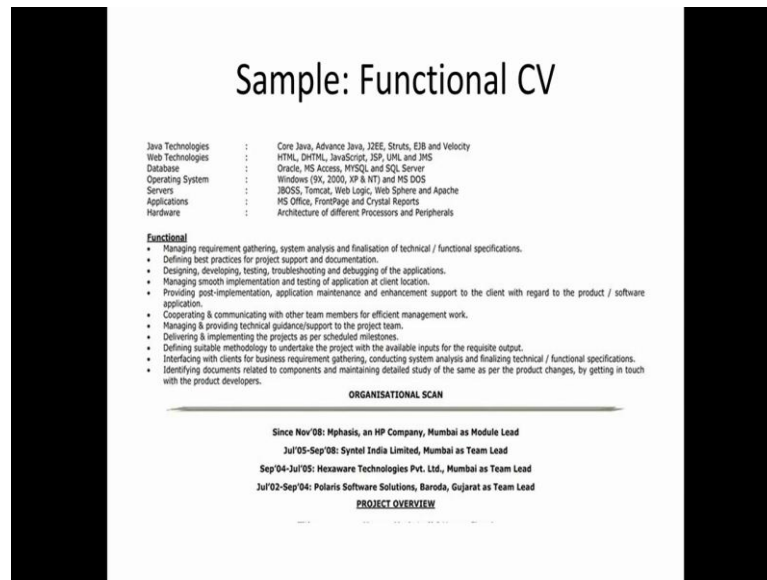
Now, **think of or** let us talk about functional CV. Now, this kind of CV is organized by skills and qualities – what are you willing to do and what are your primary or basic skills. If your experience is in HR for example, the function could be – you are good at presenting the company image; you have an expertise in communication; and, you manage employee relations, etcetera. So, **those are** that is the functional CV. And, under ease of heading, you can give details of a specific experience. So, that is functional. What are the advantages of a functional CV? Now, you want to change to a broad new area of work perhaps and show your relevant skills and experience. So, you want from one company to another company; you want to move to from one company to another country. So, you want to show your relevant experience or skills.

Perhaps you have got gaps in your employment history; you have been taking breaks that, you do not want to discuss at least on CV. Then, what should you do? Follow the functional style; you are not giving the year, but you are rather talking about your skills and qualities that may be of use in that sector. Perhaps you have had a lot of jobs and you want to describe the experience you have got as a whole. So, that is also one good example rather than saying 6 months I worked as a PR here and 8 months I worked as an HR there; rather talk about your skills as a whole. These things happen; **is not that?** Perhaps not desirable, but these things do happen and companies may still want a person who has had a variety or a broad range of experiences; and how that person can be put to use.

Again a functional CV helps you to highlight the skills you have gained in previous jobs. But, that you are for some reason not able to use in your current or most recent jobs. So, it gives you a nice way to project or showcase your skills. Remember that, the employer who is looking for applicants with particular skill will find the functional CV more helpful than the chronological one, because he or she is looking for a set of skills and not interested in or, may not be to bother about the kinds of breaks you have been taking in your career. And of course, there is a huge disadvantage also. This kind of CV may not,

may clear important periods of employment and career highlights. So, that is one disadvantage. So, it is up to you how you want to project yourself.

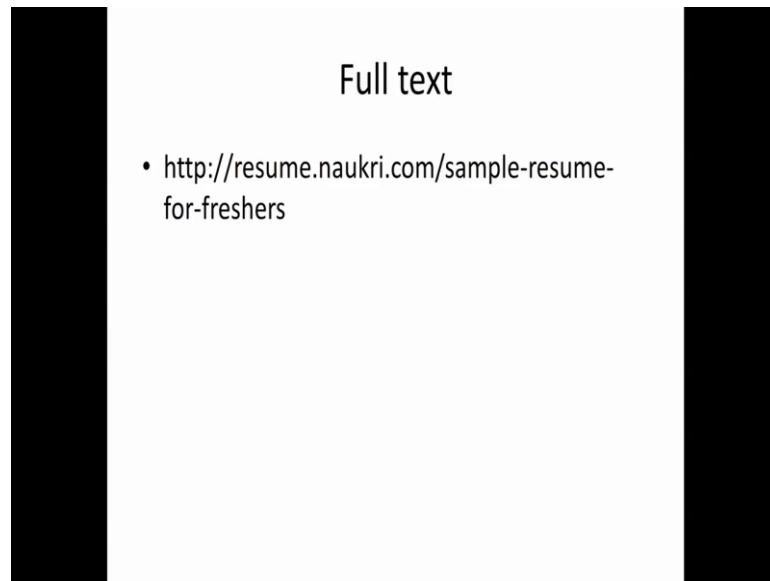
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Let us look at the sample. **Please read the slide.** This is a sample functional CV. This person has given a list of his IT skills, computer-based skills. And then, look at the way he has given sub headings, functional and what are things, specifics that he can contribute to. Look at the verbs here and look at the consistency in verbs. He is not saying in first bullet points, managing; and then, in second bullet point I can Define. Look at the consistency, managing, next defining, next designing, developing, testing; next managing, then providing, cooperating, managing, communicating, delivering, defining, interacting, identifying. Look at the wide array of verbs available.

This is the way you should be using verbs in your written documents, which are of such formal nature. And, that plays such an important role; you see the way you project yourself in your CV, that is what is going to interest the potential employer in you. So, this is something that requires great deal of practice and a skill. And, I would suggest always keep a good CV ready and alter it or tailor it according to the needs of the place you are applying.

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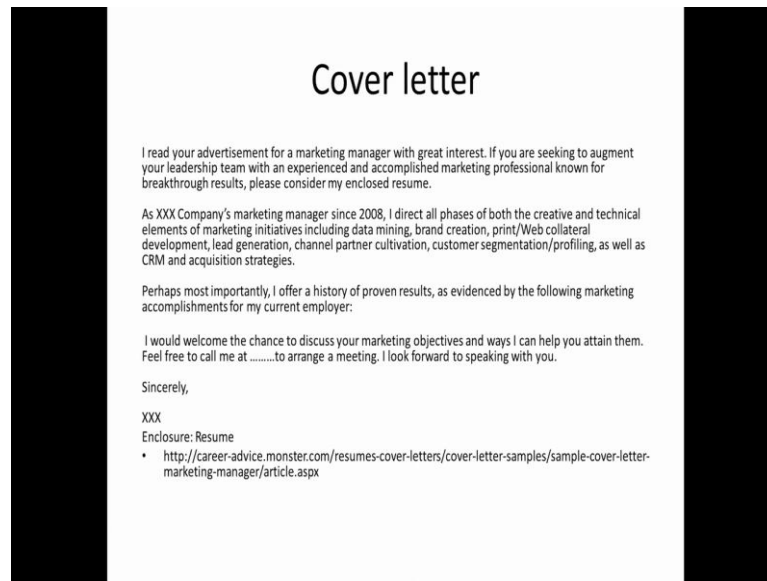


Full text

- <http://resume.naukri.com/sample-resume-for-freshers>

Please look at this slide. The full text of this functional CV is available here. Now, I want you to take down a list of words, most of which you can use in constructing your CV as well as your cover letter. Here exercise is use these words in sentences of your own while constructing your CV and your cover letter. So, take down the words – accurate, adaptable, managing, ability to work under pressure, cooperative, loyal, logical – loyal, logical; alright.

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Now look at this cover letter. **Pay attention to this one; look at the slide.** Now, the full text is available somewhere; I have given you the link there at the bottom; but, I am interested in the structure of this letter. I read your advertisement for a marketing manager with great interest. Of course, remember you have to begin with writing your address – not your address, writing the address of the company that you are applying to; perhaps to the HR manager or to the manager or to the CEO or to the president of the company so whatever, but address. Give the designation; and, below that give the address of that company. You can write the date also there.

And then, next you go on to write, dear sir or madam. If you know the HR person or the person who you are addressing the letter to is a male, say dear sir; if it is a woman, dear madam. If you are not too sure whether it is currently it is a male head or a female head; then, you can always write dear sir slash madam; that is the conventional use or the conventional form of writing a cover letter.

And then, you write the subject or the objective. It is also very conventional, traditional way of mentioning a subject **or** **of** the letter what you want from that person maybe applying for the job advertised; and then, you move on to the body. I read your advertisement for a marketing manager with great interest. If you are seeking to augment

your leadership team with an experienced and accomplished marketing professional known for breakthrough results, please consider my enclosed resume. As a dash company's marketing manager since 2008, I direct all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print and web collateral development, lead generation, channel partner, cultivation, customer segmentation – profiling as well as CRM and acquisition strategies.

Perhaps most importantly, I offer a history of proven results as evidenced by the following marketing accomplishments for my current employer. And, here is a list of accomplishments. So, also that person has given 'For' due to lack of space, I have removed that, but the full text is available. You can look at the full construction. I would welcome the chance to discuss the market. So, look at the way conclusion has come across. It is very effective. I would welcome the chance to discuss your marketing objectives and ways I can help you attain them. Feel free to call me at whatever number to arrange a meeting. I look forward to speaking with you. Sincerely dash enclosure resume. So, look at the way.

Now, look at the first paragraph; the person is building up the introduction, how he got to know about this advertisement. Secondly, what and how he can contribute; you know second and third paragraphs, and then, lastly conclusion. So, it is brief, concise, and precise, to the point. So, always remember what are the elements of an effective cover letter. You should talk about which job you are applying for and how you learnt about it; in case of which company, a software professional and which exactly what designation.

Then, second paragraph should give you a brief overview of your relevant qualifications and experience. Of course, you are attaching your CV; so, you do not have to repeat yourself, but give a brief overview. And, third paragraph should be about why you are interested in the job and what makes you a suitable candidate; what is your USP you know, unique selling point. And, last paragraph should be the conclusion you look forward to meeting this person; you are ready for an interview between this date and that date; perhaps you are available. Mention your availability. Perhaps you are not available in town right away; you should be very clear about it. And then, be very polite and say that you would look forward to hear from that person.

And then, **of course**, you have to remember, signing off is always important; yours faithfully, yours sincerely and then your name. Always do these things. So, in order to understand the mechanics of a cover letter, remember that you should write the address, name, position of the person you are writing to; use sir and madam. We use to whom it may concern if we do not know the name of the person we are writing to. Remember you should always, what we have been talking about in essays applies here also. Always avoid contracted forms like don't and aren't and shouldn't; those are not very formal; and especially in letters which carry so much of importance for your career.

Remember you should always round off with yours sincerely, yours faithfully; I have already recommended advanced learner dictionary to you, that is Oxford ALD. So, there is a detailed and very nice description of how to write cover letters and CVs. So, if you want more information, please look it up. Remember you should never write your name at the top of your cover letter, but always at the signing off and signature stage.

Now, let me give you a speaking exercise. This is something that you can do in pairs. Tell your partner what are the highlights of your cover letter. Use phrases and expressions such as native language; here you should talk about what is your native language. Then, near native command of some other language; perhaps you have near native command of Hindi or Gujarati or Marathi or French or Italian; include all that. Proficiency in English; this is important. In times of globalization, your proficiency in English needs to be highlighted; high school qualifications, graduation, qualifications details about that; then, skills that you can bring to the table and references, who are your referees. Remember potential employees always try to contact people who know you; which is very logical. There is a reason for doing that. Someone should vouch for you. So, therefore, it is important that you have your referees right, **alright**.

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Exercise: Fill in the blanks

Please find my CV in application for the post advertised in the XXX on 30 November. The nature of my degree course has prepared me for this It involved a great deal of independent research, requiring initiative,and a wide range of skills. For one courseXXX, an understanding of theXXX industry was essential. I found this subject very stimulating.

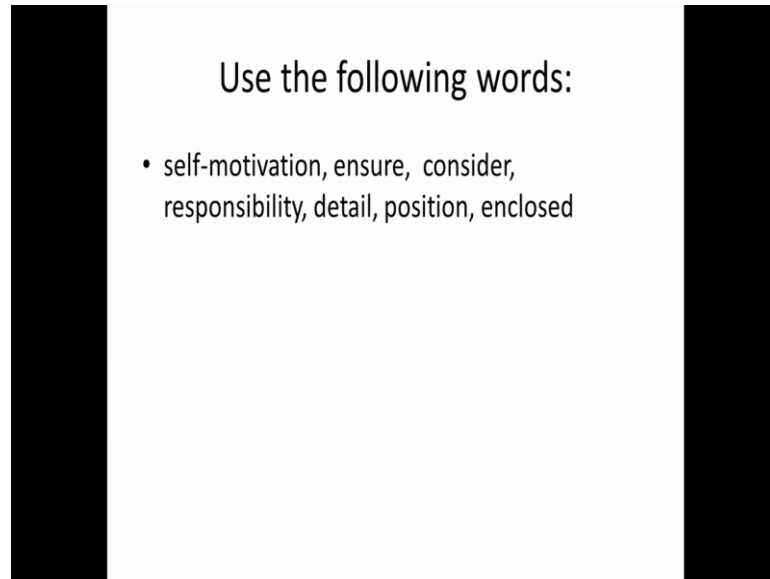
I am a fast and accurate writer, with a keen eye forI and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the of this position immediately, and have the enthusiasm and determination to that I make a success of it.

Thank you for taking the time to this application and I look forward to hearing from you in the near future.

Now, let us move on and look at this exercise. I want you to fill in the blanks. I will give you the list of words that you can use, but look at the passage first.

Please find dash my CV in application for the post advertised in the dash on 30th November. The nature of my degree course has prepared me for this dash. It involved a great deal of independent research, requiring initiative, dash and a wide range of skills. For one course, an understanding of the dash industry was essential. Please note that, wherever I have inserted xxx, we do not need to fill in any blank here; I am just covering that exact names and proper nouns here. Industry was essential. I found this subject very stimulating. I am a fast and accurate writer with a keen eye for dash. I and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the dash of this position immediately and have the enthusiasm and determination to dash that I make a success of it. Thank you for taking the time to dash this application and I look forward to hearing from you in the near future.

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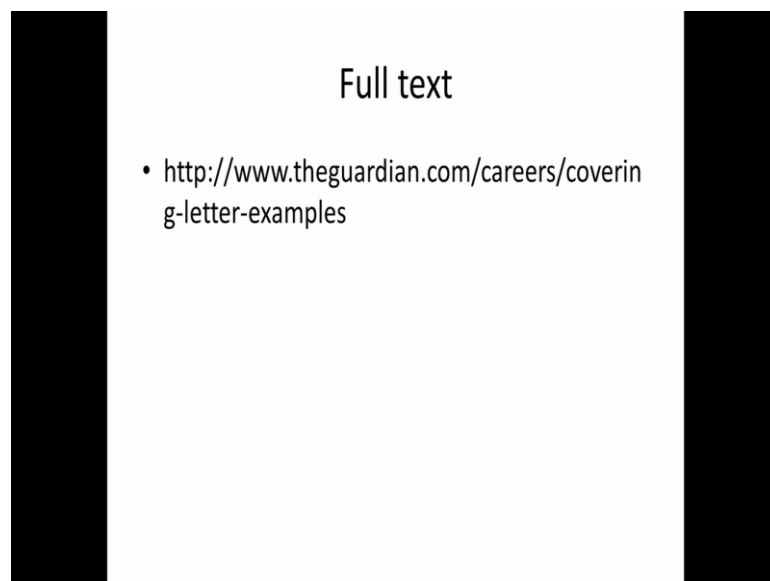


Use the following words:

- self-motivation, ensure, consider, responsibility, detail, position, enclosed

Use the following words: self-motivation, ensure, consider, responsibility, detail, position, enclosed. So, for example look at this first line, please find enclosed my CV in application for the post advertised in so and so newspaper. And, the nature of my degree course has prepared me for this? What should be the next word? Please use referred to that list and come back to it.

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Full text

- <http://www.theguardian.com/careers/covering-letter-examples>

The full text is available on this slide. You can **tell** **tally** your answers here, all right.

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References

- <http://www.quintcareers.com/curriculum-vitae/>
- <http://jobsearch.about.com/od/curriculumvitae/>
- <http://rockportinstitute.com/resumes/>
- <http://career-advice.monster.com/resumes-cover-letters/cover-letter-samples/jobs.aspx>

Now, please take a look at this. These are the references for your cover letters, for your resumes and CVs.

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Practice text: Simple Present

Rooftop gardens, also called living roofs or green roofs, have many advantages, including providing more space for agriculture, adding beauty to the cityscape and increasing air quality. During photosynthesis, plants remove carbon dioxide from the air and release oxygen that we need to breathe.

On hot summer days, rooftop gardens may also keep buildings cooler than traditional roofs—especially larger buildings that often have tar and gravel roof surfaces. Because they sit in the direct sunlight for many hours, the temperature of traditional rooftops tends to rise above the actual air temperature. That heat radiates back into the environment, making urban areas much warmer than rural and suburban ones. If you live in a big city or have visited a shopping center with a lot of concrete and buildings during warm months, you might have noticed the temperature difference. When heat is radiated back into the environment from rooftops, an area with many buildings, like a city, can experience an increase in local air temperatures by as much as 5 to 7 degrees Fahrenheit! This phenomenon is called the urban heat island effect.

- <http://www.scientificamerican.com/article/bring-science-home-rooftop-garden/>

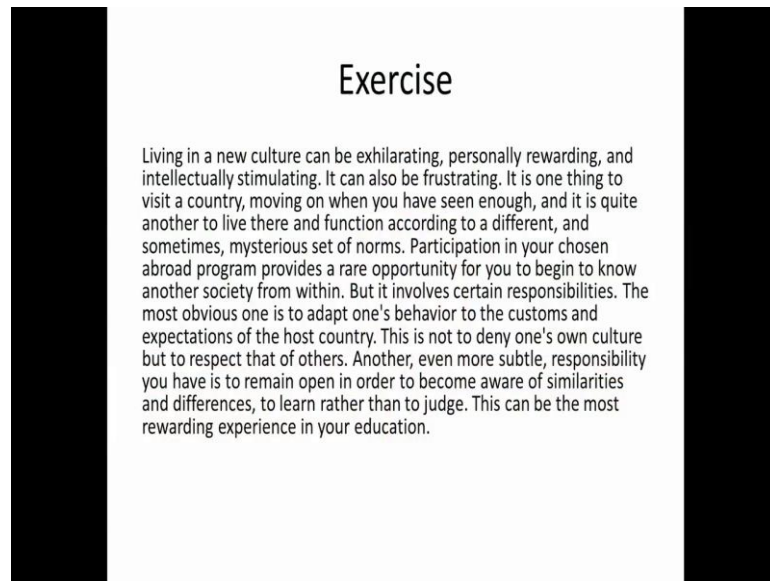
Now, let us practice some grammar. Look at this slide. This is just a practice text. We are going to practice our simple present tense. And then, I will give you exercise once we finish reading the text.

Rooftop gardens, also called living roofs or green roofs, have many advantages, including providing more space for agriculture, adding beauty to the cityscape and increasing air quality. During photosynthesis, plants remove carbon dioxide from the air and release oxygen that we need to breathe.

On hot summer days, rooftop gardens may also keep buildings cooler than traditional roofs—especially larger buildings that often have tar and gravel roof surfaces. Because they sit in the direct sunlight for many hours, the temperature of traditional rooftops tends to rise above the actual air temperature. That heat radiates back into the environment, making urban areas much warmer than rural and suburban ones. If you live in a big city or have visited a shopping center with a lot of concrete and buildings during warm months, you might have noticed the temperature difference. When heat is radiated back into the environment from rooftops, an area with many buildings like a city can experience an increase in local air temperatures by as much as 5 to 7 degrees Fahrenheit. This phenomenon is called the urban heat island effect.

Now, your exercise here is; I want you to identify any five instances of present tense; also identify any two complex sentences. Please keep going back to your sentences structure – simple, complex, compound; remember the distinction. We have done that in lot of detail in some of the earlier classes. And, your third exercise is to identify any three connecting or linking words. So, even when you write your cover letter, you need all these; you need to use present tense, you need to use a mix of sentences, you need to use or have some command of linking words make good transition, use the hooks and signal words. Go back to the earlier lectures and you will understand what I am talking about.

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Exercise

Living in a new culture can be exhilarating, personally rewarding, and intellectually stimulating. It can also be frustrating. It is one thing to visit a country, moving on when you have seen enough, and it is quite another to live there and function according to a different, and sometimes, mysterious set of norms. Participation in your chosen abroad program provides a rare opportunity for you to begin to know another society from within. But it involves certain responsibilities. The most obvious one is to adapt one's behavior to the customs and expectations of the host country. This is not to deny one's own culture but to respect that of others. Another, even more subtle, responsibility you have is to remain open in order to become aware of similarities and differences, to learn rather than to judge. This can be the most rewarding experience in your education.

Now, let us read this passage. **Look at the slide.** And then, I will give you some questions based on this.

Living in a new culture can be exhilarating, personally rewarding, and intellectually stimulating. It can also be frustrating. It is one thing to visit a country, moving on when you have seen enough, and it is quite another to live there and function according to a different, and sometimes, mysterious set of norms. Participation in your chosen abroad program provides a rare opportunity for you to begin to know another society from within. But it involves certain responsibilities. The most obvious one is to adapt one's behavior to the customs and expectations of the host country. This is not to deny one's own culture but to respect that of others. Another, even more subtle, responsibility you have is to remain open in order to become aware of similarities and differences, to learn rather than to judge. This can be the most rewarding experience in your education.

Now, my question to you is what is the passage all about? Talk, work in a pair, and talk to your neighbor; what is the passage all about.

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Exercise

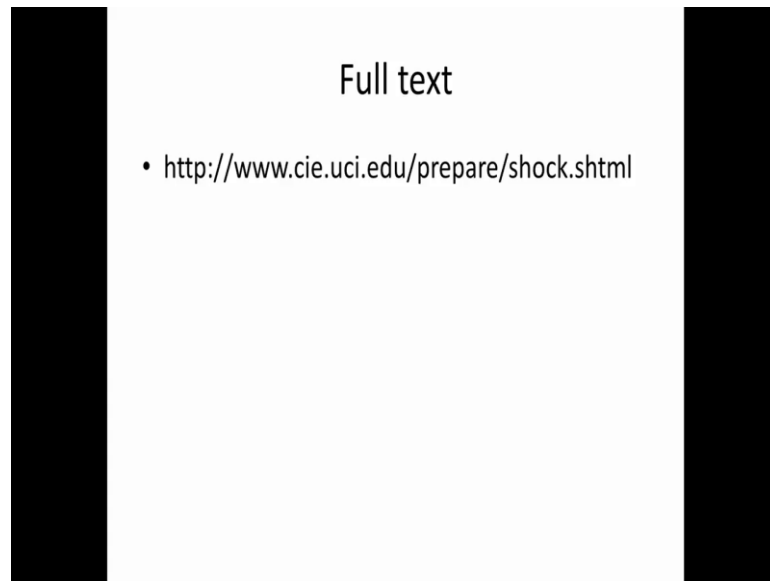
Change the following into past:

- i. The most obvious one is to adapt one's behavior to the customs and expectations of the host country.
- ii. Find the meanings of: exhilarating, stimulating, subtle
- iii. Change into adverbs: certain, rare, culture

Now, look at the slide. And, I am giving you the exercises. First, I want you to change the following sentence into his past form. The most obvious one is to adapt one's behavior to the customs and expectations of the host country. Second question, I want you to find the meanings of these words – exhilarating, stimulating, and subtle. And, third, I want you to change into adverbs – certain, rare, culture.

Now, give a suitable title also to this passage. Let us have some speaking based on this exercise. Work in pairs and discuss the problems that one can face or one may face when people go abroad. I want you to talk about the cultural difficulties people face when they travel to foreign countries. You should cover talking about food, clothes, language and the weather. So, use all these terms; cover all these points. And then, discuss it with your partner, neighbor or your classmate that, what are the problems one may face when we travel abroad. So, the passage you might have guessed is about culture shock and adaptation to foreign cultures.

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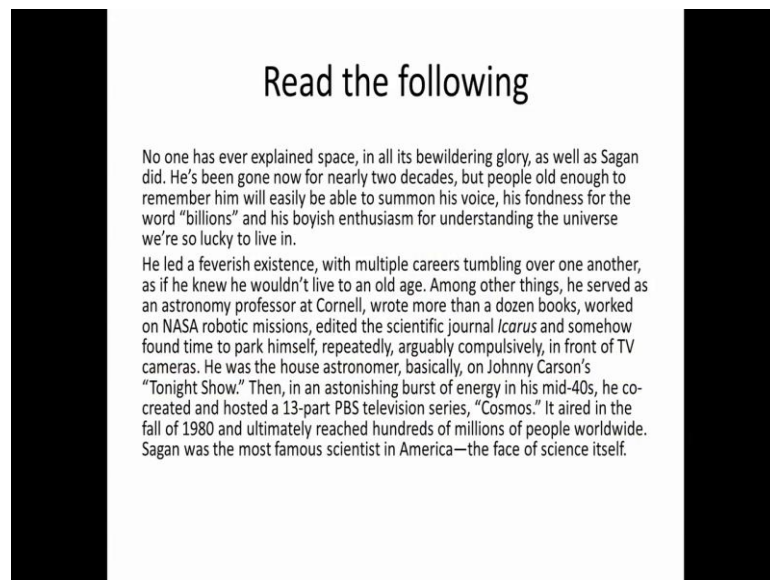


Full text

- <http://www.cie.uci.edu/prepare/shock.shtml>

Please look at this slide. The full text is available here.

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Read the following

No one has ever explained space, in all its bewildering glory, as well as Sagan did. He's been gone now for nearly two decades, but people old enough to remember him will easily be able to summon his voice, his fondness for the word "billions" and his boyish enthusiasm for understanding the universe we're so lucky to live in.

He led a feverish existence, with multiple careers tumbling over one another, as if he knew he wouldn't live to an old age. Among other things, he served as an astronomy professor at Cornell, wrote more than a dozen books, worked on NASA robotic missions, edited the scientific journal *Icarus* and somehow found time to park himself, repeatedly, arguably compulsively, in front of TV cameras. He was the house astronomer, basically, on Johnny Carson's "Tonight Show." Then, in an astonishing burst of energy in his mid-40s, he co-created and hosted a 13-part PBS television series, "Cosmos." It aired in the fall of 1980 and ultimately reached hundreds of millions of people worldwide. Sagan was the most famous scientist in America—the face of science itself.

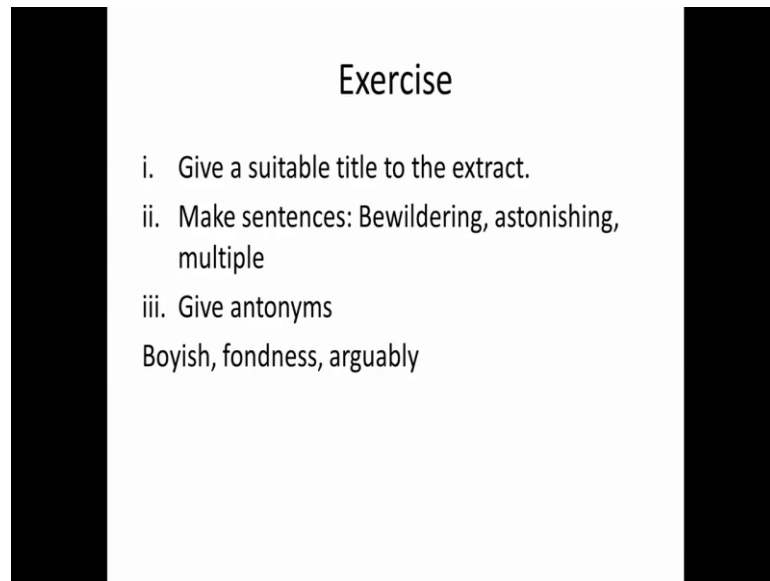
Now, let us read this one. Let us read this, the given passage. Look at the slide. And then, we will do exercise based on this. ¶ No one has ever explained space, in all its bewildering glory, as well as Sagan did. ¶ This is a passage about the great Carl Sagan.

He's **has** been gone now for nearly two decades, but people old enough to remember him will easily be able to summon his voice, his fondness for the word **"billions"** and his boyish enthusiasm for understanding the universe **we're** **are** so lucky to live in.

He led a feverish existence, with multiple careers tumbling over one another, as if he knew he **wouldn't** **not** live to an old age. Among other things, he served as an astronomy professor at Cornell, wrote more than a dozen books, worked **at** on NASA robotic missions, edited the scientific journal ***Icarus*** and somehow found time to park himself, repeatedly, arguably compulsively, in front of TV cameras. He was the house astronomer, basically, on Johnny Carson's "Tonight Show." Then, in an astonishing burst of energy in his mid-40s, he co-created and hosted a 13-part PBS television series, "Cosmos". It aired in the fall of 1980 and ultimately reached hundreds of millions of people worldwide. Sagan was the most famous scientist in America – the face of science itself.

Now, let us look at some of the vocabulary and words here; bewildering glory. I am not going to give you the meanings. By now, you should know how to infer meanings from the context itself. And then, you look at summon his voice, boyish enthusiasm, feverish existence, multiple careers tumbling over one another, park himself, arguably compulsively. And then, I would also want you to look up what is Johnny Carson's Tonight Show. See these are the ways we understand other cultures. So, Tonight Show was a very popular show at one point; though I would want you to look at some of these very popular television series and programs that have been an important part of the culture especially in English speaking countries.

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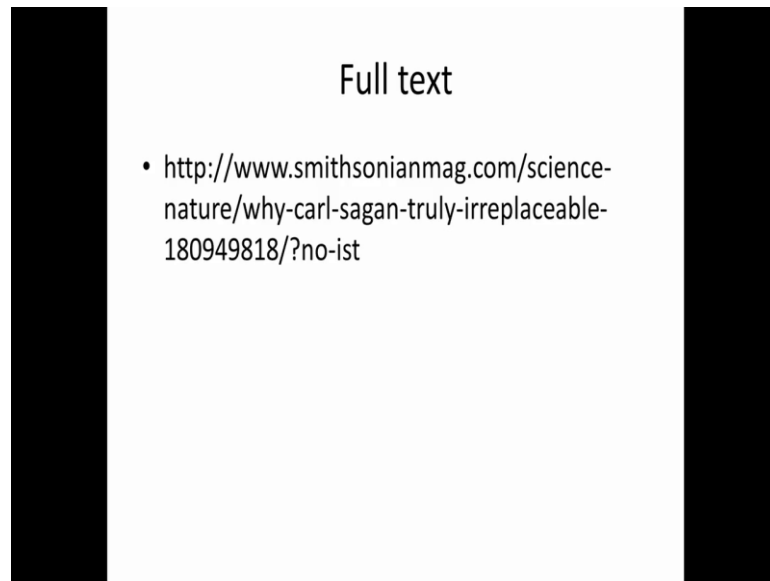
Exercise

- i. Give a suitable title to the extract.
- ii. Make sentences: Bewildering, astonishing, multiple
- iii. Give antonyms
Boyish, fondness, arguably

Now, let us look at the exercises. I want you to give a suitable title to the extract. Please look at the slide. I want you to make sentences from the words – bewildering, astonishing and multiple. And, give antonyms you know, opposites – boyish, fondness, arguably.

You may use your dictionary for this purpose, all right. And, I would also want you to do this activity that will definitely help you in your scientific career as well in cultural adaptation and also developing your language, and especially the way to develop your pronunciation and vocabulary. So, I would want you to watch an episode of Carl Sagan's TV series Cosmos. And, discuss the show with your friends. It is freely available on the net.

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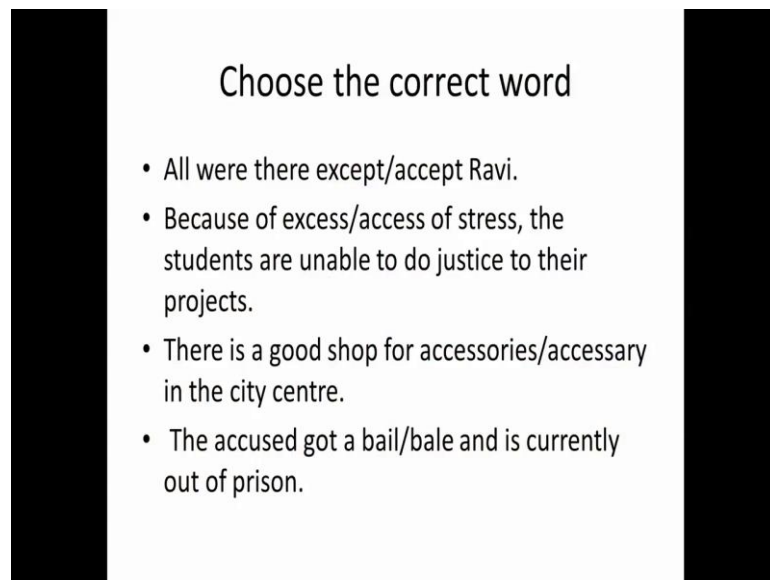


Full text

- <http://www.smithsonianmag.com/science-nature/why-carl-sagan-truly-irreplaceable-180949818/?no-ist>

Look at this link. And, the full text of this passage is available here.

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Choose the correct word

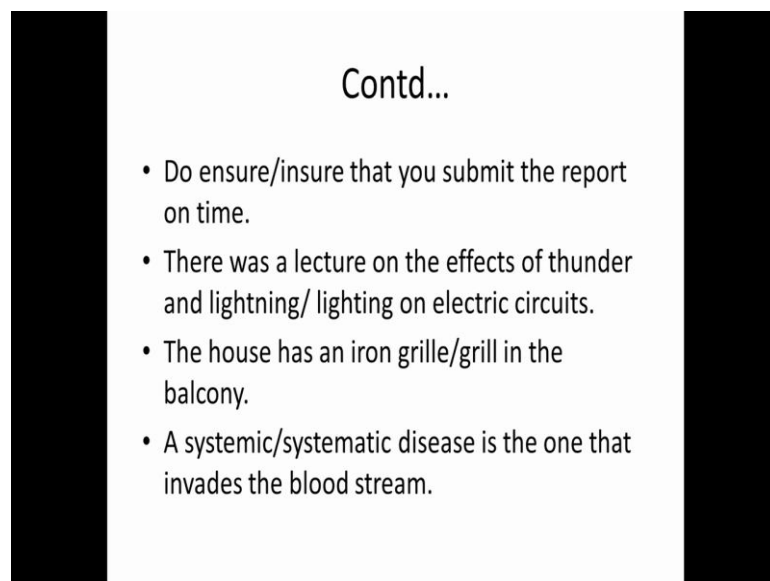
- All were there except/accept Ravi.
- Because of excess/access of stress, the students are unable to do justice to their projects.
- There is a good shop for accessories/accessary in the city centre.
- The accused got a bail/bale and is currently out of prison.

Now, before we wind up, I want you to do this exercise. Choose the correct word. Please look at the slide here. All were there except – accept Ravi. Because of excess – access of a stress, the students are unable to do justice to their projects. There is a good shop for

accessories – accessory in the city center. The accused got a bail and bale and is currently out of prison.

So, you know the answers. All were there and the first one, except Ravi. Because of excess, the first one of a stress; there is a good shop for accessories, accessories you know things that we use for example, for women you can say a hair clip or shoes or even a hand bag; they are accessories – clips, things like that; they are accessories for men, perhaps a wallet, perhaps a belt you know those are accessories. There is a difference between accessories and accessory. The second one is an example of an accomplish, you and your accessory. And, the last one of course, is also the first one – b a i l; the accused got a bail. So, all first words are the correct words.

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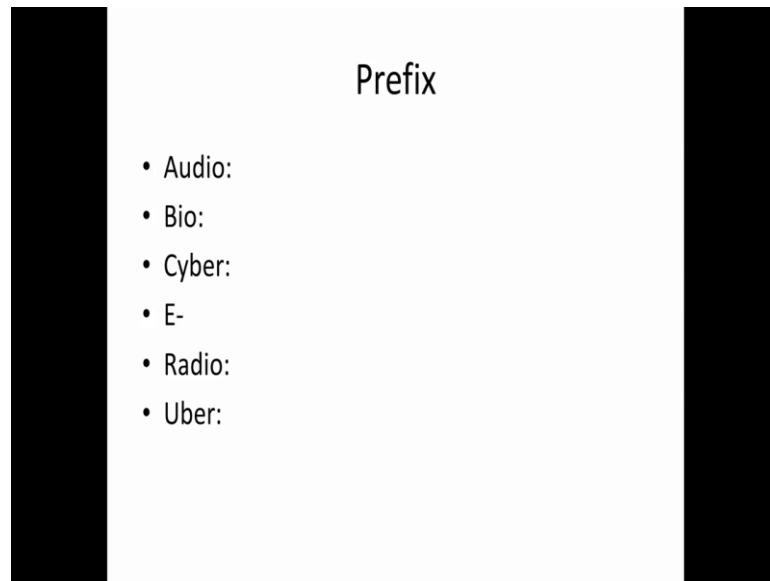


Contd...

- Do ensure/insure that you submit the report on time.
- There was a lecture on the effects of thunder and lightning/ lighting on electric circuits.
- The house has an iron grille/grill in the balcony.
- A systemic/systematic disease is the one that invades the blood stream.

Now, let us look at this slide; second one. Do ensure that you submit the report on time; ensure or insure. There was a lecture on the effects of thunder and lightning and lighting on electric circuits. The house has an iron grille or grill in the balcony. A systemic or systematic disease is the one that invades the blood stream. Look at all these sentences; of course, all the correct answers are the first words. But look at the difference and how often, when we are writing we get confused.

(Refer Slide Time: 37:10)



Prefix

- Audio:
- Bio:
- Cyber:
- E-
- Radio:
- Uber:

Now, before we wind up, I want you to practice your word formation. Here is a list of prefixes. Please look at the slide. We make two words each using these prefixes – audio, bio, cyber, e-, radio and uber.

(Refer Slide Time: 37:23)



Suffix

- -aholic
- -loving
- -mania
- -phile
- -like
- -minded

And then, next is I want you to practice suffixes. Form words using, two words each. Using suffix as -aholic, -loving, -mania, -phile, -like and -minded.

Thank you very much. Our next class is going to be our last class as well.

Tags

Reading English, English for Engineers, English words, English Exercise, Exercises in English, Grammar usage, English Grammar, vocabulary, words and phrases, spoken communication, written communication, English writing, English speaking, scientific English, report writing, CV, formal letter, Speech-Preposition, Noun Phrases, Countable and uncountable nouns, singular, plural, Modals and Voice, Tenses, Effective Speaking

Essay writing, word categories, word formation, collocation, academic writing, formal tone, paragraph writing, tone in writing, speaking tone, signal words, linking words, descriptive passage, hook, layout of an essay, contractions and abbreviations, Letter writing, fossilized error, understanding essays, Mechanics of Essays, publishable essays, compound noun

Letter writing, nouns, pronouns, verbs, adverbs, adjectives, propositions, determiners, linking words, 'be' form, reading, listening, sentence, Subject, Verb, Object, Articles, comparatives, passive voice, Dictionary skills, Presentation, Punctuation, Suffix, prefix, Statement of Purpose