Technical English, Lecture 11:

Who are YOU?

Hossam A. H. Fahmy

Today's plan

We want to know more about you and hence we will speak about

1. CVs,

2. cover letters, and

3. statements of purpose.

CVs

There are at least four different ways to describe your life:

Chronological: The chronological resume is organized by job titles in order. *Which order?*

Functional: The functional resume arranges the employment history into sections related to specific skills and accomplishments.

Curriculum Vitae: The 'CV' is a detailed, lengthy, and structured listing of education, publications, projects, awards, and work history. *How long should it be?*

Electronic resume: The electronic resume is a resume (chronological or functional) formatted to ease its reading, indexing, and searching automatically. Some companies use optical scanning systems.

Which one shall I choose?

Think about your goal and about your audience.

Chronological: Do you have a solid and *continuous* experience?

Functional: Can you "make sense" of your abilities and describe them despite the unclear (or lack of) job titles in your past?

Curriculum Vitae: Are you applying for an educational or a research position?

Electronic resume: Are you applying for a large company?

To include or not?

Shall you include the following information?

- Age.

- Ethnic identity.

- Political affiliation.

- Religious preference.

- Hobbies.

- Marital status.

- Place of birth.

- Photographs.

- Height, weight, health, ...

Good to remember

Your resume should

- have a footer such as *CV of yourname, p. 1 of 2.*

- be printed on one side only of the paper.

- use enough variations in the fonts and sizes to look nice but

    - *stay professional and avoid too many changes.*

- use a plain background.

- include enough space!

Who needs a cover letter?

Everyone who sends out a resume does!

- *It must be tailored to the specific circumstances when you send your resume.*

- It introduces your resume and encourages the reader to continue.

- It gives you a chance to emphasize your talents.

Good to remember

A cover letter

- must have correct spelling (not even a single mistake).

- must have grammatically correct sentences (not even a single mistake).

- must be addressed correctly.

- must sound as if you wrote it "naturally" (not copied from someone else).

- must show that you know about the company's business.

- must relate to the requirements of the company.

What is the SOP?

As its name implies, it should state your purpose, i.e. it should *clearly* indicate your *intention for the future*.

1. Your history belongs in the CV not in the SOP.

2. *Outline* your goals and relate it to the department's research.

3. Clarify how your specific background helps you to achieve those goals.

4. Why is this department the best for you?

5. Why are you among the best students for the department?