**RESUME and CV**

**STRUCTURE**

**1. KORAK – izbira formata**

CHRONOLOGICAL FORMAT

Najbolj tradicionalna oblika življenjepisa, primerna za vse kandidate.

+ prikaz napredovanja v karieri, podobno delovno mesto
- dolga obdobja nezaposlenosti, menjava karierne poti, pogosto menjavanje služb

FUNCTIONAL FORMAT

Fokusira se na naše sposobnosti in znanja. Ker se osredotoča predvsem na kvalifikacije, je najbolj primeren za kandidate z visokim nivojem znanja/izkušenj.

+ obdobja nezaposlenosti, menjava kariere, osvetlitev specifičnega znanja/veščine
- izpostavljanje napredovanja, prva zaposlitev, ni prenosljivih veščin

COMBINATION

Omogoča kronološki vpogled, obenem pa se tudi osredotoča na specifična znanja in veščine – predvsem primeren za kandidate, ki vedo veliko o določenem področju.

+ poudarjanje razvoja sposobnosti znotraj kariere, sprememba kariero, obvladanje področja
- poudarjanje izobrazbe, brez izkušenj, prva zaposlitev

**2. KORAK – razporeditev informacij**

KONTAKTNE INFORMACIJE/CONTACT INFORMATION

Ime – največji font
Naslov
Telefon
Email
Link do portfolia
LinkedIn profil

UVOD – 3 formati

QUALIFICATIONS: v alinejah, 4-6 glavnih dosežkov pri delu, izogibamo se generalnim informacijam
+ prijava za delo, ki zahteva določen nabor znanj, obilo izkušenj, različna znanja
- brez izkušenj, prva zaposlitev, ni dosežkov

CAREER OBJECTIVE: 2-3 stavčna poved, ki zajema naše pretekle izkušnje, najboljša izbira za prvo zaposlitev
+ prva zaposlitev, malo izkušenj, diplomant
- obilo izkušenj, menjava kariere, priložen CV

PROFESSIONAL PROFILE: kombinacija obojega, lahko v alinejah ali v povedi
+ velik dosežek v preteklosti, delovno mesto z istega področja, »area of expertise«
- prva zaposlitev, brez izkušenj, ni dosežkov

* Navedemo veščine specifične za pozicijo, izogibamo se kopiranju izrazov iz oglasa

IZKUŠNJE/EXPERIENCE

v alinejah, obratno kronološko zaporedje

Ime podjetja, kraj dela, naziv, obdobje

Vsak vnos naj ima 3-5 alinej, ki vsebujejo naše glavne zadolžitve in izkušnje
3 deli dobre alineje:
1. action verb
2. število
3. specifičen in pomemben del službe

🡪Trained 5+ cashiers, managing their cash limits and guaranteeing quality customer service at all times.

🡪Spearheaded the development of the first media kit amalgamation for all company projects, increasing national sales by 8%.

*ACTION VERBS*

accumulate, categorize, form, set (organizacija)
activate, code, engineer (tehnika)
host, lead, authorize, supervise (leadership)
assist, inspire, support (teamwork)
correlate, deduce, observe (analitičnost)
explore, conceive, shape (creative)
articulate, consult, read (communication) itd.

IZOBRAZBA/EDUCATION

Iskalci prve zaposlitve naj obrnejo vrstni red in izpostavijo izobrazbo (če nimajo izkušenj), če imamo obilo izkušenj, je ta sekcija kratka

Ime univerze, podatki (ne vključujemo SŠ, edino če nismo šli na UNI), lokacija, datum diplomiranja, nazivi/stopnja izobrazbe

DODATKI/ADDITIONAL INFORMATION

Razni certifikati, izobraževanja itd., objavljene publikacije/članki, nagrade, priznanja, tehnična znanja (obvladovanje programov npr.), tuji jeziki

**3. KORAK – oblikovanje**

1-2 strani

Pisava: + easy to read, ista pisava skozi cel dokument, menjava velikosti za pomembne/manj pomembne
- premajhna pisava, ista velikost, pod 9pt

FORMULA: 24, 12, 10

ČRTE: črte med sekcijami/ob straneh

PRESLEDKI: večji presledki, če nimamo veliko izkušenj, ne premajhni, da ni vse »natrpano«

**COVER LETTER**

* Dokument, ki ga pošljete skupaj s svojim CVjem oz. resumejem – ga dopolnjuje
* Vsebuje dodatne informacije o vaših izkušnjah in znanju
* Specifične informacije, ki delodajalcu pokažejo, zakaj ste ravno vi pravi kandidat za to pozicijo
* Cover letter je kot nekakšen oglas, ki vam bo zagotovil intervju, zato se morate potruditi, da vaše motivacijsko pismo res pusti dober vtis.
* Body emaila

PERSONALIZACIJA

* na katero mesto se prijavljamo
* kako smo zvedeli za službo/referral – priporočilo
* zakaj smo kvalificirani za službo
* kaj lahko ponudimo delodajalcu in zakaj želimo delati pri njih (usklajevanje veščin z opisom delovnega mesta, preberite poslanstvo in vizijo/cilje podjetja – omenimo!)
* zahvala

SALUTATION

* Mr./Ms./Dr. Lastname or Mr./Ms./Dr. Firstname Lastname
* Dear Hiring Manager
* Dear Name
* Ms. bolje kot Mrs.
* Dear Taylor Brown – gender neutral
* To Whom It May Concern 🡪 ko ne vemo, komu pišemo
* Hello, Hi – informal, casual

INTRODUCTION

* Za kakšno delovno mesto se prijavljamo
* Kje smo slišali za delovno mesto – referral
* Na hitro omenimo veščine in znanja, ki jih podjetje išče in kako bi mi lahko pripomogli podjetju

🡪 I was excited to read about the Administrative Assistant job opening at XYZ company. I have several years of administrative experience in a variety of fields including insurance and finance.

🡪 It is my understanding that you have been deluged with resumes since Computer World released their list of the best companies at which to work. Mine is one more, but I do have experience that is hard to come by.

🡪 I have a very strong interest in pursuing a teaching career. With experience working at both the elementary and high school levels, as well as in activities outside of the traditional classroom, I have a diverse background with much to offer.

🡪 My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the Analyst opportunity that you have advertised

BODY

* Zakaj nas služba zanima, zakaj smo popolni kandidat
* Omenimo specifične kvalifikacije in kako izpolnjujemo zahteve iz oglasa
* Demonstriramo svoje veščine s primeri

CLOSING

* Ponovimo, zakaj smo ravno mi pravi kandidat (še enkrat izpostavimo znanja, veščine)
* Razložimo, zakaj bi radi delali pri tem podjetju
* Razložimo, kaj bomo naredili v prihodnje (follow-up)
* Se zahvalimo delodajalcu za čas

COMPLIMENTARY CLOSE

|  |  |
| --- | --- |
| + | - |
| Best /regards/wishesMy bestRegardsRespectfully (yours)Sincerely (yours)Thank youYours respectfully/sincerely/trulyCordially (yours)With appreciationWith gratitudeWith sincere appreciationWith sincere thanks | AffectionatelyCheersEagerly waiting for a responseFondlyWarm regardsWarmly Take careHave a great/nice dayLoveYours (faithfully)Abbreviations Any emoticon (no smiley faces), Sent from my phone |

SIGNATURE

Best regards,
Your Name
Your LinkedIn Profile URL
Your Email Address
Your Phone Number

COVER LETTER AS AN EMAIL

* Clear Subject:
Administrative Assistant Job - Your Name
Job Inquiry - Your Name
Managing Director Position
Job Posting #321: District Sales Manager
Communications Director Position - Your Name
Application for Sales Associate
Inquiry - Your Name

SAMPLE 1

Subject: Administrative Assistant/Receptionist – Roger Smith

Email Message:

Dear Ms. Cole,

I was excited to see your listing for the position of administrative assistant/receptionist at ABC Market Corp. I believe that my five years of experience in office administration and my passion for your products make me an ideal candidate for this role.

You specify that you’re looking for an administrative assistant with experience scheduling appointments, maintaining records, ordering supplies, and greeting customers.

I’m currently employed as an administrative assistance at XYZ company, where I have spent the past five years honing these skills.

I’m adept at using all the usual administrative and collaboration software packages, from Microsoft Office and SharePoint to Google Docs and Drive. I’m a fast learner, and flexible, while always maintaining the good cheer that you’d want from the first person visitors see when they interact with the company.

I have attached my resume, and will call within the next week to see if we might arrange a time to speak.

Thank you so much for your time and consideration.

Best,

Roger Smith

SAMPLE 2

Subject: FirstName LastName - Web Content Manager Position

Dear Contact Person:

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of the non-profit sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style, the editorial calendar, and the daily content programming and production of the website.

I worked closely with healthcare professionals and medical editors to help them provide the best possible information to a consumer audience of patients. Also, I helped physicians learn to utilize their medical content to write user-friendly, readily comprehensible text.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

Signature (hard copy letter)

FirstName LastName

SAMPLE 3

Dear Mr./Ms. Last Name:

I am writing in reply to the classified ad you posted seeking to fill the position of Graduate Student Advisor for the Master of Arts in Liberal Studies degree program at ABC College.

Having earned my Master of Arts degree in Academic Advising from XYZ University, I understand the importance for informed academic counseling and program planning in a higher education environment.

I have also experienced, first-hand, the comforting effect of being able to contact an adviser who genuinely cares for the professional growth and success of students.

Prior to my graduate studies, during my career as an electrician, I was elected Chairman of the Executive Board which sat as the union’s representatives to the apprenticeship advisory board. In this capacity, I was able to be an effective advisor to apprentices who were experiencing scholastic problems which threatened their future in the industry. I particularly enjoyed working with older apprentices who were seeking a career change and had problems adjusting to the obligations of work, school, and family life.

I believe that both my educational background in Academic Advising and my work-related duties of counseling and advising students enrolled in learning programs qualifies me for consideration for the position of Graduate Student Advisor. I look forward to discussing how my skills can be of value to ABC College as it prepares to move into the new millennium. Thank you for your time, consideration, and forthcoming response.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

**WRITTEN CORRESPONDENCE – BASICS**

* NOTE
Diane,
Sorry–no time to talk–management meeting starts in 2 mins. Can’t get the overhead projector to work–could you pls print 10 handouts of my presentation asap?
Thanks, Anna.
* EMAIL
* LETTER

VLJUDNOST/POLITENESS

Informal: I’m sorry I can’t help you.
Neutral: I am afraid I can’t help you.
Formal: I very much/deeply regret I cannot help you.

Informal: I hope my idea is okay with you.
Neutral: I hope you agree to my suggestion.
Formal: I trust this proposal is acceptable to you.

Informal: Please do this asap.
Neutral: Please take care of this as soon as possible.
Formal: I trust you will give this matter your urgent attention.

NAGOVORI/SALUTATIONS

Dear John
Dear Mr. Smith
Dear Sir – if you know you are writing to a man,
Dear Madam – if you know you are writing to a woman, and
Dear Sir or Madam – if you don’t know whether you are writing to a man or a woman.
If you are writing a memo to an entire team or department, you can use “Dear all” or “Dear team.”

NAČRT/OUTLINE

To list ideas: firstly, secondly, last but not least
To contrast ideas: however, on the other hand, nevertheless
To express cause and effect: consequently, therefore, as a result

ZAKLJUČEK/ENDING

* If you began with an informal “Dear John,” you can end with:
Best, BW (meaning “best wishes”; abbreviations are okay in informal writing), followed by your name.
* If you kept your tone neutral, you should end in a neutral way:
Kind regards, Best regards, followed by your name and position.
* If your tone was quite formal, the ending should also be formal. If you started with “Dear Sir,” “Dear Madam” or “Dear Sir or Madam,” it’s best to end with:
Yours faithfully, followed by your name and position.
* If you started with “Dear Mr. Smith,” you can use:
Yours sincerely, followed by your name and position

NAPAKE/MISTAKES

**Your” confused with “You’re”**

* Your — Possessive determiner (specifies a noun), used to describe something that belongs to the person with whom you are corresponding.
	+ Your customer is waiting.
* You’re — Contraction of “you are.”
	+ You’re a valued customer.

**“They’re” confused with “Their” and “There”**

* Their —Possessive determiner, used to describe something that belongs to the people with whom you are corresponding.
🡪 Their manager is in a meeting.
* There — Adverb, used to refer to “that location”.
🡪 There is a laptop you can use.
* They’re — Contraction of “they are.”
🡪They’re in charge of marketing.

**“Its” confused with “It’s”**

* Its — Possessive determiner, used to describe something that belongs to an object.
🡪 The computer doesn’t work; its hard disk needs replacing.
* It’s — Contraction of “it is.”
🡪 It’s time we told them the truth.

**“Then” confused with “Than”**

* Than — Conjunction, used in making comparisons.
🡪 My lunch was better than yours.
* Then — Adverb, used to situate actions in time.
🡪 We then ordered lunch.

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