

# Applying for a job

If you want to apply for a holiday job or a position in a company, you should send them a CV (curriculum vitae, BE)/résumé (AE) and a covering letter (BE)/cover letter (AE).

## résumé

⇒ gives an outline of a person's education, quali-fications

A résumé is usually divided up into the following sections:

- ✓ **Personal and contact information:** address, telephone number, (professional) email address, photo (only if explicitly asked for), age (only if explicitly asked for)
- ✓ **Education and qualifications:** start off with the most recent and only mention the most important ones
- ✓ **Work history and experience:** list the most relevant and recent first, including holiday jobs, voluntary work and placements;

the employer's name, your job title and how long you worked there, as well as giving a brief description of what you did in each job

- ✓ **Skills:** put in skills that are relevant to the job; show that you have the skills by giving examples rather than just listing them
- ✓ **Interests and activities:** give brief details and choose ones that also reflect your skills and personality (but be truthful!)

source: Green Line Oberstufe, Stuttgart: Klett, 2015, S. 67.

## Ready for action (verbs)?

When describing what you have done it is possible to use action verbs:

- ✓ to assist sb.
- ✓ to be responsible for sth.
- ✓ to devise<sup>1</sup> sth

<sup>1</sup> to devise = to invent a plan, system, object, etc. usually using your intelligence or imagination

<sup>2</sup> to liaise /li'eiz/ = to speak to people in other organizations, etc. in order to work with them or exchange information with them



## JARED BOSWORTH

Address  
36 Grange Ln  
Leicester LE2 7EH

Contact  
+44 116 254 0654  
jared.bosworth@gmail.com

Date of Birth  
26.10.1995

## LANGUAGES

English ●●●●○  
French ●●●●○  
Spanish ●●●○○

## SOFTWARE SKILLS

Microsoft Word ●●●●●  
Microsoft Excel ●●●●○  
Corel Draw ●●●●○  
Adobe Photoshop ●●●●○  
Webdesign ●●●○○

## PERSONALITY

✓ optimistic      ✓ patient  
✓ hard-working    ✓ adaptable  
✓ loyal             ✓ creative

## OBJECTIVE

Obtain a specialist position in aerospace engineering or mechanical engineering

## EDUCATION

2013-2017

University of Leicester

Master's Degree in Mechanical Engineering

2015

Erasmus Year in Toulouse, France

2006-2013

Leicester Grammar School

A-levels: Physics (A), Maths (A), Chemistry (B)

## EXPERIENCE

06.2015-10.2015

Internship at Leadership University Toulouse

05.2013-09.2013

Internship at Meggitt Polymers and Composites

2011-2013

Opinion polls for Leicester Mercury

## SKILLS

- ✓ High knowledge of web technologies HTML
- ✓ Experience in programming android applications
- ✓ Supervising advertising campaigns in social media

## TRAINING

Knowledge in improving usability of websites

## HOBBIES

     
New technologies    Fitness    Photography    Travel