**ENG VID LESSONS**

**Find a NEW JOB in North America: Cover Letter & Resume Advice**

<https://www.engvid.com/north-america-jobs-cover-letter-resume-advice/>

21.06 min video

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| COMMON NOTES | YOUR NOTES |
| Different formats = PURPOSE 🡪 to tell employers about your amazing skills, abilities, experience and accomplishments | A cover letter is a letter format, while a resume has its own special format.  The purpose of a cover letter and resume is to help you get an interview for a job, or help you get the job.  They talk about your abilities, they talk about your experience, your education experience, your work experience.  So my resume and my cover letter show all these great things about me, and they answer the question: Why should they hire me? |
| Do I need both a cover letter and resume? | For most jobs you will need at the very least a resume.  This is one of the most important things you give when you're applying for a job, and then for a lot of jobs they also will want a cover letter.  When you apply to the job, look at the job advertisement. Usually in the advertisement they say if they want just a resume, or if they want a cover letter and a resume.  If you don't know and you can't find the information, it's a good idea to send both. |
| Can I reuse the resume / cover letter for each job a apply for? | In general, that's not a good idea, and the reason is usually companies can tell that they're getting the same resume and cover letter as other companies, because you're not saying specific things about how your skills match this company's skills or this company's... What this company wants. So as a result, it's always the best idea to write a different cover letter for each job you apply for.  You're more likely to get the job if you do a good job on your cover letter instead of just sending everyone the same ones, and it's the same with resumes. |
| **Why** should we hire you? | "Why should we hire you? What makes you special? What makes you right for this job?" Your cover letter and your resume are the answer to this. They tell employers about your amazing skills.  Maybe you know CPR, maybe you're great when it comes to computers, maybe you speak four languages.  So they tell your employer... Your future employers this. They talk about your abilities, they talk about your experience, your education experience, your work experience, you know, maybe some other organizations you're a part of and the experiences you had there, and they also talk about your accomplishments, your successes.  Maybe at this company you increased sales, maybe you won a customer service award because you're so great when it comes to talking to customers.  So your resume and cover letter show all these great things about you, and they answer the question: Why should we hire you? |
| What kind of things should we **include** in cover letters and resumes? / what is relevant? | Relevant: skills, strong communication, volunteer experience, current job and work experience. |
| Accomplishments – which ones? | The accomplishments should have to do with the job you’re applying for or they should you know, have to do with work. |
| Marriage – yes or no? | no |
| Skills – yes or no? | yes |
| Religion – yes or no? | no |
| Strong communicator – yes or no? | yes |
| Age – yes or no? | yes |
| Photo – yes or no? | yes |
| Volunteer experience – yes or no? | yes |
| Current job – yes or no? | yes |
| Work experience – yes or no? | yes |
| Jobs referring to a “distant past” – yes or no? | no |
| **Relevant / Job specific** information | The job advertisements tell you what the company is looking for in the person they’re going to hire.  Look at the job description and try to find key words in that job description and think about if you have those qualities.  Sometimes there isn’t a job description, so you have to think which qualities and skills the company searches for the job.  You can search different companies on the web.  School projects: team skills.  The important thing is to first off to write something and to really think about your life, your skills, your abilities and your own experience and how these match the job you’re applying for. |
| 1. Read job advertisement carefully |
| 1. Look for key skills qualities, experience they ask for |
| 1. Match your skills, qualities, experience to the description |
| 1. If no advertisement, think about the job / what’s important? / do some research on the web |
| 1. No experience? (Or applying for a new job) - Education, volunteer, club, school projects, sports teams… |
| **FORMAT**  Typed on a computer  12 pt font  Standard font (e.g. Times New Roman, Arial)  Short - how many pages?  There are different types and different styles – see Templates / examples – useful or not? ( see [www.engvid.com](http://www.engvid.com) )  Copy and Paste? Do or don’t? | 1-2 pages for resume and for cover letter 1 page.  Don’t copy or paste.  A template is a format where I can fill the information in the blanks. |

**Keywords**

Highlight = punti da mettere in evidenza

Hire = assumere, noleggiare

Accomplish = raggiungere

Suitable = idoneo, adeguato

Match = abbinare, partita

Job advertisement = annuncio di lavoro

Cutting-edge = (cutting-edge project) progetto innovative, all’avanguardia

Think outside the box = aprire la mente, vision aperta della realtà

Tips = mance

Template = modello di CV

Fill in the blanks = compilare nello spazio bianco

Format = format, struttura

That sounds good = sembrerebbe buono

DO THE QUIZ <https://www.engvid.com/north-america-jobs-cover-letter-resume-advice/#quiz>

1. In English-speaking countries like England, Canada, and the USA, what should you include on a resume?

The accomplishments should have to do with the job you’re applying for or they should you know, have to do with work, skills, strong communicator, age, photo, volunteer experience, current job and work experience.

1. A resume is a **special format** you write and send to places where you want to work. It includes details on why you are qualified for the job you're applying for.
2. For most jobs, you do not need to send a cover letter. You only need a resume.
3. You should write a resume on a computer.
4. How long should a resume be? 1-2 pages.
5. Your resume should have 1-2 pages. You should use mainly short sentences on resumes.
6. You are writing a resume and have no job experience.

You should fill Education, volunteer, club, school projects, sports team (good team skills) and the important thing is to first off to write something and to really think about your life, your skills, your abilities and your own experience and how these match the job you’re applying for.

1. What should you **not** include on your resume?

Marriage, religion and Jobs referring to a “distant past”.

1. You should rewrite or change your resume for each company you apply to.
2. You want to show how you are good at problem solving in your resume. You should tell in which occasions you have to solve the problems or complaint of the guests.

**So, what are your SKILLS, ABILITIES, EXPERIENCES ???**

Additional links on Cover Letters:

<https://www.engvid.com/search/?q=cover+letter&x=0&y=0#gsc.tab=0&gsc.q=cover%20letter&gsc.page=1>

and resumes:

<https://www.engvid.com/search/?q=resume&x=0&y=0#gsc.tab=0&gsc.q=resume&gsc.page=1>

ENGVID ALL LESSONS: <https://www.engvid.com/english-lessons/>