

CV and Cover letter

Задание:

Прочитайте, переведите текст №1

Выполните задания №2-5

1. Read the text

Text: Crafting a Winning CV and Cover Letter as a Graduate

Once you have completed your studies, entering the job market can feel challenging, especially without significant full-time work experience. However, a well-structured CV and a compelling cover letter can significantly increase your chances of getting an interview. The key is to present your academic background, transferable skills, and personal qualities in a professional manner.

The CV: Highlighting Your Potential

Your CV (Curriculum Vitae) is a concise summary of your qualifications. Since you are a recent graduate, the education section should be placed at the top. Include your degree, university name, and graduation date. You can also mention relevant coursework, your dissertation topic, or academic achievements.

To compensate for limited work experience, focus on **transferable skills** – abilities you developed during internships, volunteer work, group projects, or even part-time jobs. Examples include communication, teamwork, time management, and problem-solving. Use action verbs like *coordinated*, *assisted*, *developed*, or *organised*. Always list your experience in reverse chronological order and use bullet points for clarity. Keep your CV to one page if possible.

The Cover Letter: Telling Your Story

A cover letter is not a repetition of your CV. It is a persuasive essay (usually 3–4 short paragraphs) explaining why you are interested in a specific role and why the employer should hire you.

Structure your cover letter as follows:

1. **Opening:** State the position you are applying for and briefly mention how you found out about it.
2. **Body paragraph(s):** Highlight one or two key achievements or experiences from your studies or extracurricular activities. Explain how these have prepared you for the job. Do not simply list duties – show results. For example: *"During my final year project, I coordinated a team of four students to conduct market research, which improved our final presentation by 30%."*
3. **Closing:** Express enthusiasm, mention that your CV is attached, and suggest a meeting or call.

Essential Rules for Both Documents

- **Customise each application:** Never send a generic CV or cover letter. Research the company and tailor your documents to match the job description.
- **Proofread meticulously:** Spelling or grammar mistakes suggest carelessness. Read your texts aloud or use editing tools.
- **Be authentic:** Exaggerating your skills can backfire during an interview. Honesty builds trust.

- **Format professionally:** Use a clean, simple layout with a readable font (e.g., Arial, Times New Roman, size 10–12). Save as PDF to preserve formatting.
- **Include contact information:** Your full name, phone number, email address (professional), and LinkedIn profile (optional).

Finally, remember that a rejection is not a reflection of your worth. Each application is practice for the next. Stay persistent, and your efforts will eventually pay off.

Vocabulary List

challenging	сложный, требующий усилий
compelling	убедительный
transferable skills	переносимые навыки (полезные в разных сферах)
concise summary	краткое резюме (сжатое изложение)
relevant coursework	соответствующие/профильные учебные курсы
dissertation	дипломная работа / диссертация
to compensate for	компенсировать что-либо
reverse chronological order	обратный хронологический порядок
persuasive essay	текст-убеждение
extracurricular activities	внеучебная деятельность
to tailor (documents)	адаптировать (документы) под конкретную цель
generic	общий, шаблонный
to proofread	вычитывать на предмет ошибок
meticulously	тщательно, скрупулёзно
carelessness	невнимательность, небрежность
to backfire	дать обратный эффект, ухудшить ситуацию
persistence	Настойчивость
significantly	значительно

academic background	Образование / подготовка
to highlight	Выделять, подчеркивать
Internship	Практика, стажировка
bullet points	Маркированный список
Clarity	Ясность
Customise each application	Адаптировать каждое заявление (зд. пункт)
Be authentic	Будьте честны
Exaggerating	Преувеличение
To preserve formatting	Сохранение форматирования

Tasks

Task 1: Reading Comprehension – Choose the best answer (Выберите правильный вариант)

- According to the text, what should recent graduates focus on in their CV?
 - Full-time work experience only
 - Transferable skills, projects, and education
 - Personal hobbies and family details
- What is the main purpose of a cover letter?
 - To repeat the CV in a different format
 - To persuade the employer and explain your motivation
 - To list all your grades from university
- What does the author suggest about job rejections?
 - You should stop applying for jobs
 - They mean you are not qualified
 - They are part of the learning process
- Why should you save your CV as a PDF?
 - To make it look colourful
 - To preserve its formatting
 - To make it smaller in size

Task 2: Find the synonym (Найдите синоним в тексте)

Find a word or phrase in the text that means the same as:

- to make better / to increase the quality → _____
- short and clear → _____

3. organised → _____
 4. fake / not real → _____
 5. eventually succeed → _____
-

Task 3: Error correction (Исправьте ошибки)

Each sentence below contains **one** mistake from the text. Correct it.

1. In your CV, you should list your experience in forward chronological order.
 2. A cover letter should be a long repetition of your CV.
 3. Using the same generic CV for every job application is recommended.
 4. Grammar mistakes in your application show that you are professional.
-

Task 4: Writing – Mini cover letter paragraph (Напишете мини-письмо)

You are a graduate applying for a **Marketing Assistant** position. You did an internship where you helped manage social media and created two successful online campaigns. Write **one body paragraph** for your cover letter (4–6 sentences). Use:

- at least **two** action verbs from the text (e.g., coordinated, developed, assisted, organised).
 - the phrase "*transferable skills*".
-

Task 5 Read the text and choose the correct word (A, B, C, or D) for each gap.

When you apply for your first job after graduation, your CV and cover letter are your most important tools. A well-written CV should be (1) _____ and easy to read. Since you have limited work experience, you should focus on (2) _____ skills such as communication and teamwork. Use action verbs (3) _____ "organised" or "developed".

Your cover letter should not (4) _____ your CV. Instead, it should explain your motivation and give one or two specific (5) _____ from your studies or internships. Always (6) _____ your documents to each job description. Finally, proofread everything carefully because mistakes look (7) _____.

- | | | | | |
|---|-----------------|-------------|-----------------|--------------|
| 1 | A) long | B) concise | C) colourful | D) difficult |
| 2 | A) transferable | B) personal | C) technical | D) artistic |
| 3 | A) as | B) like | C) for | D) with |
| 4 | A) repeat | B) write | C) create | D) delete |
| 5 | A) problems | B) failures | C) achievements | D) excuses |
| 6 | A) ignore | B) delete | C) customise | D) hide |

- | | | | | |
|---|-----------------|------------|-------------------|--------------|
| 1 | A) long | B) concise | C) colourful | D) difficult |
| 7 | A) professional | B) perfect | C) unprofessional | D) careful |