

WEEK 9 (4 HOURS)

CURRICULUM VITAE (CV) AND JOB
APPLICATION LETTER

CURRICULAR VITAE (CV)

Curriculum vitae is Latin, literally meaning 'the course of one's life'.

A CV sets out your personal details, education, qualifications and working experience.

Make sure you organise all the information logically.

THE FORMAT OF A CV

CURRICULUM VITAE

Name

Address

Telephone

Nationality

Date of Birth

Marital Status

EDUCATION

Dates

Course

School / College

QUALIFICATIONS

Dates

Subject

Examining Body

WORKING EXPERIENCE

Dates

Employer

Position / Duties

ADDITIONAL INFORMATION

REFEREES

Date

JOB APPLICATION LETTER

Name-address of sender	
Date- day, month and year	
Inside address, full postal address.	
Salutation	
Heading / Subject	
Body of letter	
Complementary close	
Sender's name	
Enclosure	

From address

2 August 2007

To address

Dear Sir / Madam

HEADING / SUBJECT:

Body of the letter

Yours sincerely

Signature

Name

Enc