

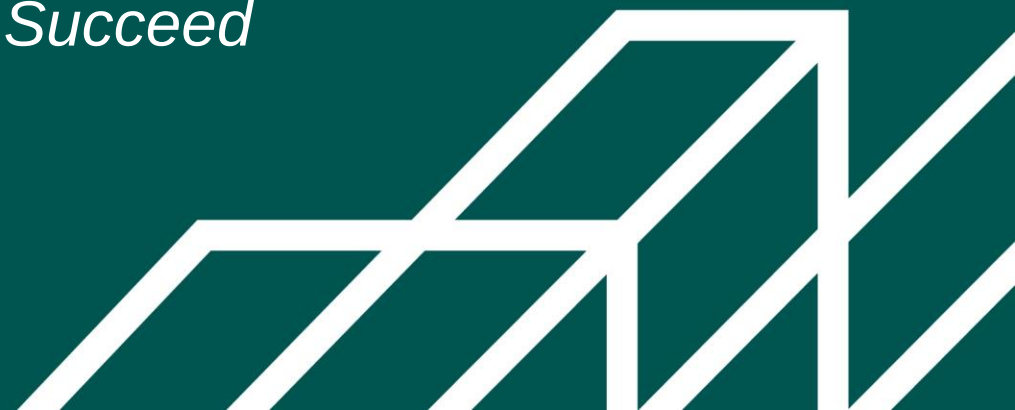


Creating CV or Resume and Cover or Motivation Letter

Career Course

Career Lab: Plan, Practice, Succeed

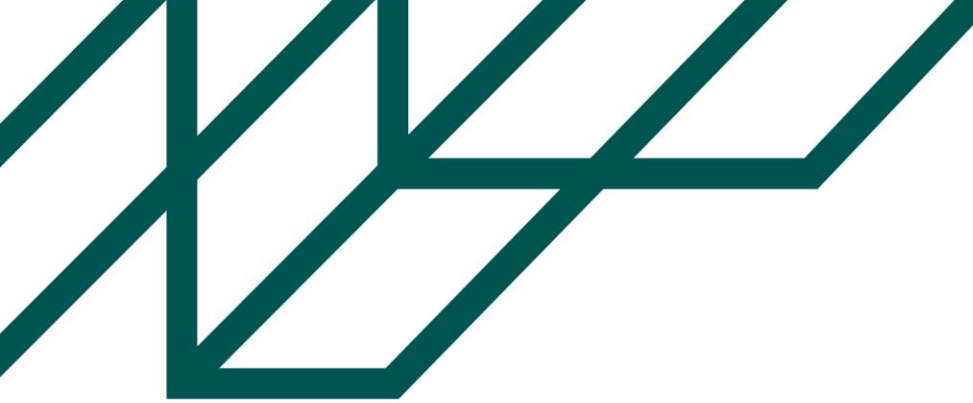
Santa Latkovska





Content

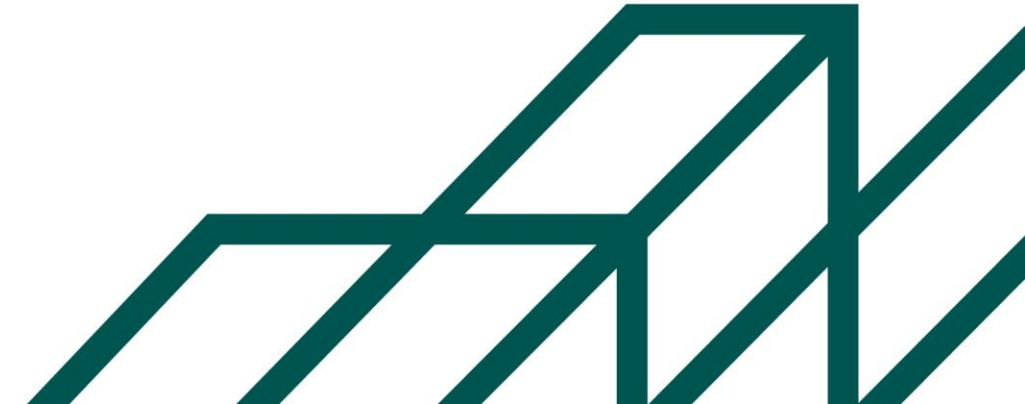
- Effective resume /CV structure (with examples)
 - CV with no work experience vs. CV with work experience
 - How to adapt your resume/CV for different vacancies
 - The role and structure of the Cover/Motivation letter
 - Common mistakes in application documents
- 



Application documents: Resume/CV and Cover Letter/ Motivation Letter*

* Those are the different names used for the similar documents

Why are they so important?

- First impression of you
 - Show your value
 - Build a professional image
 - Not just *what*, but *how* you send it (your attitude)
 - Make you stand out in crowd
- 

Before you start writing your CV and Cover Letter, think about:

- **How to stand out in crowd?** My uniqueness
- **How can I effectively communicate my professional story?** My value, my why they should hire ME.
- **How the employer/organization will BENEFIT from me?** My values, my assets
- **What is my goal?** CV for a job or internship/local market or abroad.
- **What position I am aiming at?** Internship or professional/Junior or expert/Local business or International company.
- **What kind of impression I would like to make?** Professional/expert or beginner who is eager to try

A training tool designed to help students search for a job or internship



[From Job Advertisement to the First Working Day](#)

Effective resume structure (with examples)





EXPERIENCE

Software Engineer

March 2016 - Present

Alden Software Engineering Inc.

The GUI interface provided functions to add, clone and remove profiles from the configuration file at runtime time.

Software Engineer

June 2015 - February 2016

Accu Software

Played key role in designing error analysis architecture for high-availability and supportability.



EDUCATION

Master of Computer Science

May 2013 - May 2015

Bernad University Bernad Street, NYC

Bachelor of Computer Science

April 2009 - April 2013

Bernad University Bernad Street, NYC

High School

March 2005 - March 2009

East High School madson, Wisconsin



SKILLS AND ABILITIES

The following are my best skills which I believe are applicable to the position I have applied for:

1. Programming
2. Logical and Structured Thinking
3. Coding in Multiple Languages



PERSONAL SKILLS

1. Ability to work by myself without the need for constant supervision by employees.
2. Able to work harmoniously with other members of the team.
3. Possesses great analytical and problem solving skills.



ALEX T. SMITH

SOFTWARE ENGINEER



CAREER

A software engineering graduate who is seeking to find the opportunity to work in a fun and challenging working environment that will encourage him to improve and learn new and necessary skills as well as be motivated by the company to do his best for the sake of helping himself and the company advancement in the software engineering industry.



CONTACT

8100 234 5678

gabloom@email.com

12 M. North Street, Florida



INTEREST








CV content

- **Photo:** your choice; professional.
- **Contact details:** name, surname, e-mail, telephone (country code).
- **Profile/About me:** short description, aims, limitations.
- **Education:** from current to oldest.
- **Work Experience:** from current to oldest
- **Short description of your the most important duties or responsibilities:** confirmed with figures and facts, 2-4 bullet points
- **Additional experience:** projects, volunteering, exchange.
- **Language skills**
- **Skills:** technical, soft skills, personal traits.
- **Optional:** references

Example:

YOUR NAME

PERSONAL STATEMENT

Recent Computer Science graduate with an upper second-class honours degree from the University of Bristol. Possess more than a year of hands-on experience building applications for iOS and Android through an internship programme with Brizzle Software. Skilled in Swift development, Java, and PHP. Seeking to leverage my coding skills in an entry-level software developer position at Yumi Technologies.

CONTACT

- 07123 456 789
- imelda.brown@gmail.com
- Linkedin.com/in/i.brown
- 47 St Peters Sq., Redland, Bristol, BS9 9ZZ

KEY SKILLS

- Programming Languages:** Visual Basic, C, C++, Java, JavaScript, Python, Swift, HTML, CSS
- Linux, WordPress, Web Development, Debugging
- Interpersonal skills
- Conflict resolution
- Communication
- Collaboration
- German (fluent)

EDUCATION

University of Bristol (2020–2023)
BSc (Hons) in Computer Science, 2:1

Relevant Modules: Algorithmics, Systems Programming, Professional Software Development, Advanced Networks and Operating Systems

Whelan Secondary School and Sixth Form Centre, Barnard Castle (2013–2020)

A-levels: Maths (A), Biology (A), Computer Science (A), Further Maths (A)
GCSEs: 11 Grades 9–4 including Maths, English, & ICT

WORK EXPERIENCE

Brizzle Software, Bristol

Software Engineering Intern, February 2023–present

- Used Swift to develop an iOS app to help renters find available flats across the UK
- Work with the development team to improve the debugging process
- Wrote a new interface to manage backup log data using Java and Python
- Fix bugs in current apps, leading to an 8% reduction in user complaints

Profile/About me:

The main purpose:

- to catch the recruiter's eye
- to encourage them to read the rest of your CV

Example:

A recent university graduate seeking an entry-level position in the field of Possesses a strong academic record, having graduated with honours, eager to put my skills to work in a professional setting. Gained valuable experience through internships and volunteer work. Ready to bring my recently gained fresh knowledge into practice for the benefit of the company.

It is short description of yourself:

- who you are
- demanded skills, experience, knowledge
- your aims/long-term goals
- benefits you can offer to an employer

Example:

A diligent Data Analyst certified with a Diploma in Data Analytics from ABC University. Seeking an opportunity to establish a career as a Data Analyst exhibiting a strong willingness to become proficient in Analytical tools, Statistics, and Computing Methodologies in the professional environment. Eager to contribute meaningfully to the success of the team.

Work experience

Main goal: to demonstrate your ability to apply your skills, knowledge in workplace, prove an impact you make

Order: Reverse to chronological

Example:

Customer Service Representative

2022–present

Hotel..., Riga

Key Responsibilities:

Key achievements/projects:

Customer Service Assistant

2019–2022

Accenture, Riga

Examples of achievement's description:

- Founded a new website for my company's business, and handled all development for the site from start to completion with no technical support.
- Built up consumer loyalty through delivering a personal and professional touch to all of my customers, resulting in 80% of repeat business from my clients.
- Managed the relocation of our regional offices from ... to ..., resulting in significant long-term cost savings for the company
- I was assisting a team of 10 logistics personnel, achieving a 15% increase in overall productivity by introducing effective scheduling and task allocation strategies.

Key achievements

Try to quantify your achievements with facts and figures

Good examples:

- saved costs
- generated revenue
- saved time
- improved processes
- helped customers
- accomplished something
- produced results
- worked well with others
- communicated effectively
- researched
- analyzed data
- created something
- settled deals
- managed people or projects
- increased positive metrics
- decreased negative metrics
- improved something
- solved problems

Start with action verbs!

Education and qualification

- Relevant education, qualifications - stated in advertisement
- From latest to oldest (current studies)
- Never mention studies you have not completed, it does not create a good impression

NB!

*Mention your secondary school **only** if you gained skills there that are relevant to the role you are applying to, or your majoring field*

Core skills

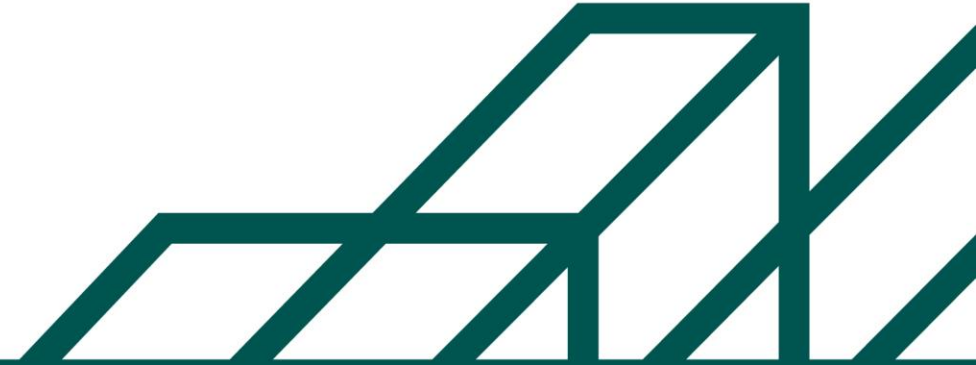
- Role specific skills
- Qualifications
- Marketing/industry knowledge
- Languages
- IT skills



Recommended examples:

- *Data analysis*
- *Data visualization* (data demonstration):
Improve your knowledge of making graphs, charts, etc. [here](#)
- *Project management*
- *Client management* : listening, understanding needs, problem solving
- *Presentation skills*

How to analyze job adverts to identify key skills for your CV



Example:

We expect you to have:

- Fluent spoken & written Latvian and English language(working with foreign customers and colleagues)
- University degree or undergraduate in Finance or Business Administration
- Excellent analytical skills and problem-solving attitude
- Customer oriented and service minded personality
- Good communication and stakeholder management skills
- High work ethics

Work ethics include: reliability, responsibility, honesty, discipline. staying focused and organized , teamwork/ability to cooperate, initiative /proactivity, accountability, adaptability/adjusting to changes and learning, persistence if challenges or setbacks, attention to details

With us you will be responsible for:

- Collecting and processing data to ensure timely and accurate customer invoicing
- Providing support to project and service managers around invoicing matters
- Investigating invoicing discrepancies and make necessary corrections
- Follow-up invoicing related metrics as well as prepare related financial reports on demand

Metrics = quantifiable measurements

Skills/duties required from the doer: analytical/ critical thinking, problem-solving; data usage: explore, interpret, clean, optimize, compile, reflect, report, data visualization, attention to details, accuracy, discipline, persistence, ability to meet deadlines, ability to work with Excel/Spreadsheets, financial literacy, cooperation, ability to support others, communicate, listen, translate data, ideas

Hobbies and interests

- Optional section
- Go for it only if you think it will have positive effect on employer
- If your interests is somehow related to the target roles
- it would help to stand out if you do not have a work experience.



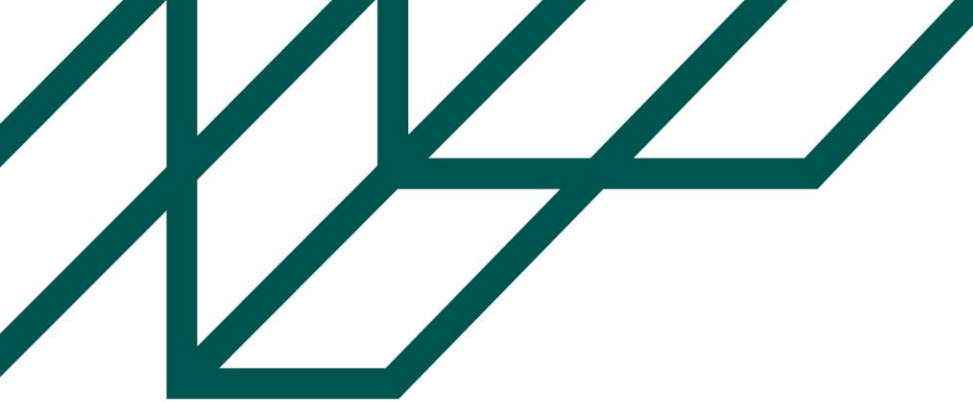
Good examples:

Blog writing (*if applying for writing position*)

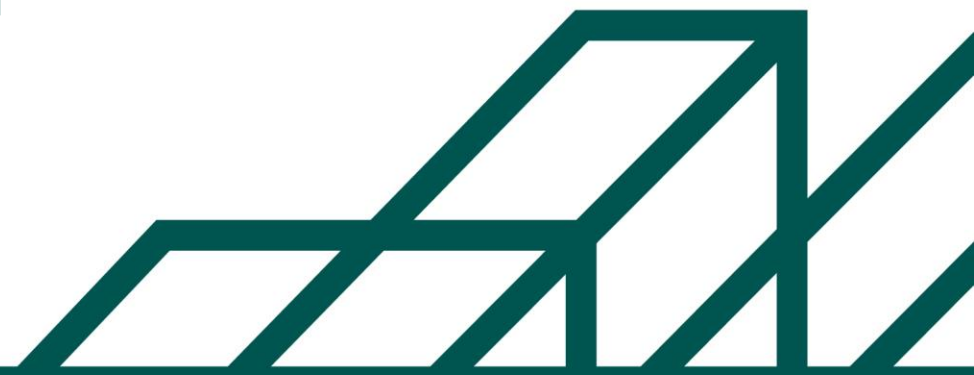
Running marathons (*demonstrates your endurance and determination*)

Raising money for charity (*ability to convince*)

Team sports (*team player, goal oriented*)



CV with no work experience
vs
CV with work experience



If you have no work experience!

Showcase your:

- Voluntary roles
- Projects
- Internships
- Student union/society roles
- Extracurricular activities
- Any example where you have worked to support a company or organization/family business
- Certificates, achievements



If you still have no work experience

Put the emphasis on your education

- go more in depth about your studies
- mention relevant courses, certificates
- mention achievements



Include hobbies/interests

- if it indicates your curiosity, willingness to learn (travelling, exploring nature)
- demonstrate teamwork, creativity, discipline (any team sports, writing, photography, jogging)
- IT skills (blogging, programming, gaming)
- Reflect compassion, social responsibility (tutoring, volunteering for an animal shelter, coaching at kids camp, etc.)

Example:

Name Surname

name.surname@gmail.com

8 Street Name, City, Country

0123456789

www.linkedin.com/in/name.surname/

PROFILE

A [your degree name] student at the [your university name] with [your best achievements and work experience]. Possess [your technical skills, your language skills and your soft skills]. Keen to pursue a career in [sector name and type of roles].

EDUCATION

University Name | City, Country

Mmm YYYY – Mmm YYYY

Name and Type of Degree

Predicted Grade: Grade Level

Key Modules: Key Modules Names

Dissertation: 'Name of Dissertation'

Award: Name of the Award

High School Name | City, Country

Mmm YYYY – Mmm YYYY

High School Qualification Name

Mmm YYYY – Mmm YYYY

Subjects: Subject Name (Grade), Subject Name (Grade), Subject Name (Grade)

Secondary School Qualification Name

Mmm YYYY – Mmm YYYY

Subjects: Subject Name (Grade), Subject Name (Grade), Subject Name (Grade)

VOLUNTEERING

Company Name | City, Country

Mmm YYYY – Present

Your Position

- Provide exact details of your responsibilities
- Include which skills you have acquired
- Include which results you have achieved

ACHIEVEMENTS

- Position of Responsibility at Society Name at University Name (YYYY-YYYY)
- Winner of 'Name of Competition' YYYY at University Name

ADDITIONAL SKILLS

Languages: Language (Level), Language (Level), Language (Level)

Microsoft Office: Proficient in Word, Excel and PowerPoint

Skill: Proficient in ...

HOBBIES & INTERESTS

Hobby Name: exact details of your hobby, with achievements and results

Hobby Name: exact details of your hobby, with achievements and results

How to adapt a resume for different vacancies

Important!

Your CV must mirror a job advertisement

Tailor your CV to each role you apply for



Tip: Rewrite the *work experience* section of your CV for every job you apply for

Emphasize the skills that are most relevant to the specific role by:

- including keywords from the job advert
- rearranging your bullet points so your most job-relevant achievements come first (this makes it easier for recruiters to see them)
- removing information that's irrelevant to the role

The role and structure of the Cover or Motivation Letter



Cover letter = extension to your CV



Questions to consider:

- What kind of impression I want to make?
- How will I explain my value for company?
- How my skills and experience meet company's requirements?

Cover Letter or Motivation Letter:

- Creating more personal picture of you
- Providing your interest and motivation
- Explaining what allows you to be successful in current position

Addressee

Contact person,
Company title,
Address

Your contact information

Name, last name,
Phone number, e-mail

TITLE/INTRODUCTION

Letter addressed to the correct person or the company. Kind greetings and an introduction about yourself in a sentence or two.

Describing your motivation

3–6 lines of defining the main reasons for applying.

Connecting your work experience, education and the position you are applying for to make your potential employer realize how your skills are going to be useful in the position. When choosing you, what else is the company gaining? You may mention your professional goals here, especially important when applying for an internship.

Conclusion

Kind regards, as well as a mention of your preferred way of communication.

RÉSUMÉ POWER VERBS

ADVANCED

IMPLEMENTED

ADVISED

IMPROVED

APPLIED

INITIATED

ASSESSED

MANAGED

BALANCED

NEGOTIATED

COLLABORATED

OPERATED

COMPOSED

PREPARED

CONNECTED

PRODUCED

CREATED

SOLVED

ADVISED

STRENGTHENED

DEVELOPED

SUPERVISED

ENHANCED

TRAINED

EXCEEDED

UPDATED

GENERATED

UTILIZED

Key words are:

Action verbs that are used to highlight your skills, experience and accomplishments.

- **to show accomplishments:** increased, established, supervised
- **to explain responsibilities:** analyzed, simplified, organized
- **to express communication skills:** asked, clarified, explained, convinced, promoted

The following is an example of a motivation letter for an internship

Motivation (Cover) letter

Name, Family name

Contact information

tel., e-mail, LinkedIn profile link, etc.

Dear Mrs.Tan, (Dear Hiring Manager, Dear [Company Name] Recruitment Team)

I'm sending in my resume for the summer application design internship programme at Simple Corporation. I believe I can be a valuable addition to your team through my skills, experience and expertise as listed in my attached resume.

During my two years at Simple University, I took a lot of classes on cutting-edge design trends and best practices, such as Mobile Application Design and Principles of User Experience Design, where I learned and practised skills like user journey mapping, application wireframing and software design for various mobile devices and operating systems.

On top of that, I volunteered with a local non-profit organization Charity - Clarity that collects donated clothing and furniture and redistributes it to needy families throughout the last semester. I assisted the web team in updating and re-launching an application that allows residents to discover nearby drop-off sites and schedule pick-ups. From this experience, I've learned to manage web designs and assist with troubleshooting, as well as cultivated my time management and organizational skills.

Finally, my two years as a barista at the Student Centre taught me the value of creating a convenient and memorable consumer experience that is consistent with the brand image. It also helped me improve my teamwork, verbal communication, interpersonal and project management abilities.

I believe I can be a valuable asset to your Simple Corporation. This internship would allow me to gain real-world and hands-on experience in the technology sector, while also developing and refining my application design abilities.

Feel free to reach me through my email: amylim@email.com or mobile: +371 2888 9999 in case you need any additional information. I look forward to hearing from you!

Best regards,
Amy Lim

Common mistakes in application documents

"Don't cling to a mistake just because you spent a lot of time making it."

-- unknown

Top 10 mistakes:

- 1. Spelling, grammar errors** – Always proofread your CV or ask someone else to review it. A fresh pair of eyes can help detect misspelled words or incorrect word usage
- 2. Focusing on duties instead of achievements** – Don't just list what you were responsible for. Explain the impact you made, using examples, figures, or facts to show how you contributed and what you can bring to a new employer.
- 3. Using clichés** – Phrases like “*good communicator*” “*can-do-attitude*” and “*team player*” add little value unless you support them with specific examples
- 4. Incorrect information** – Dates, incorrect personal information
- 5. Poor formatting** – Your CV is not a piece of art. A clean design is all you need, font – Arial or Times New Roman, save it as a PDF, and keep it to 1-2 pages
- 6. Failure to tailor** – Tailor your CV to each role you apply for. List skills, responsibilities and achievements which are directly relevant
- 7. Job-hopping and employment gaps** – Can be viewed negatively. Don't leave it up to the employer to guess your situation. It could result in less flattering conclusions
- 8. Too long** – No novels. 1-2 pages. Less is often more!
- 9. Irrelevant info** – avoid including personal details such as marital status, religion, etc.
- 10. Lies** – never provide false information, it can easily be discovered



Quick tips for creating and submitting documents

- You can use AI and different internet sources (ready-made forms) for making your documents, but double check, modify and improve them yourself. Make sure that the reader sees human behind it
- Ensure that the facts, achievements, skills mentioned in your documents match requirements of the job
- Always customize your documents for the specific position you are applying for
- Research the company in advance to understand their values and expectations
- Use PFD format for your documents to ensure proper formatting
- Send only the documents requested in the vacancy description
- Below is an example of an email when applying for a job or internship

Example:

Subject: [Your Full Name] – Application for [Job Title]

Email Body:

Dear Hiring Manager,

I am writing to apply for the [Job Title] position at [Company Name], which I found on [Job Board or Company Website]. Attached are my CV and [any other documents, e.g., Cover Letter, Portfolio] for your consideration.

Thank you for taking the time to review my documents (...for considering...) my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]





If you need a career consultation, write to career@rtu.lv
Want to receive job vacancies on your phone? Join at ej.uz/career_elevator
More useful resources [here](#)

RTU Well-being and Career Support Centre
2025

