

December 10th, 2025

A Comprehensive Guide
Curriculum
Vitae and
Cover Letter



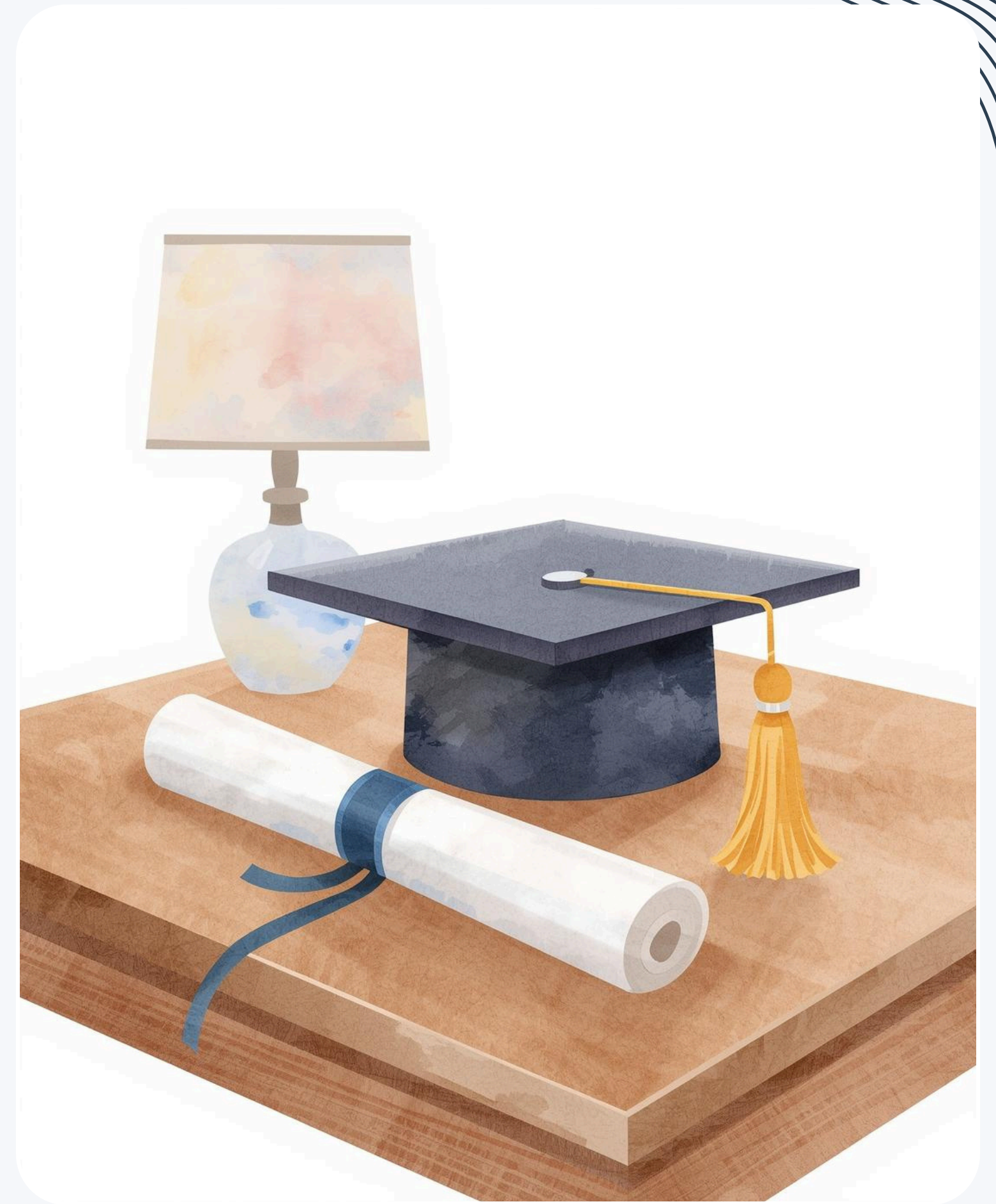
Learning Objectives

By the end of this material, learners will identify the purpose and key components of a CV, distinguish between CV types, and construct a basic CV structure tailored to their career goals. Learners will also practice customizing CVs for specific job roles to enhance employability.


What is CV?

A CV, short for "curriculum vitae" (Latin for "course of life"), provides a detailed overview of one's academic background, professional history, publications, awards, and skills, often spanning multiple pages unlike shorter resumes.

It emphasizes comprehensive achievements rather than a brief summary, making it ideal for fields requiring verified expertise. In the UK and Indonesia, CVs are standard for most job applications, while U.S. resumes are more concise.



Types of Curriculum Vitae

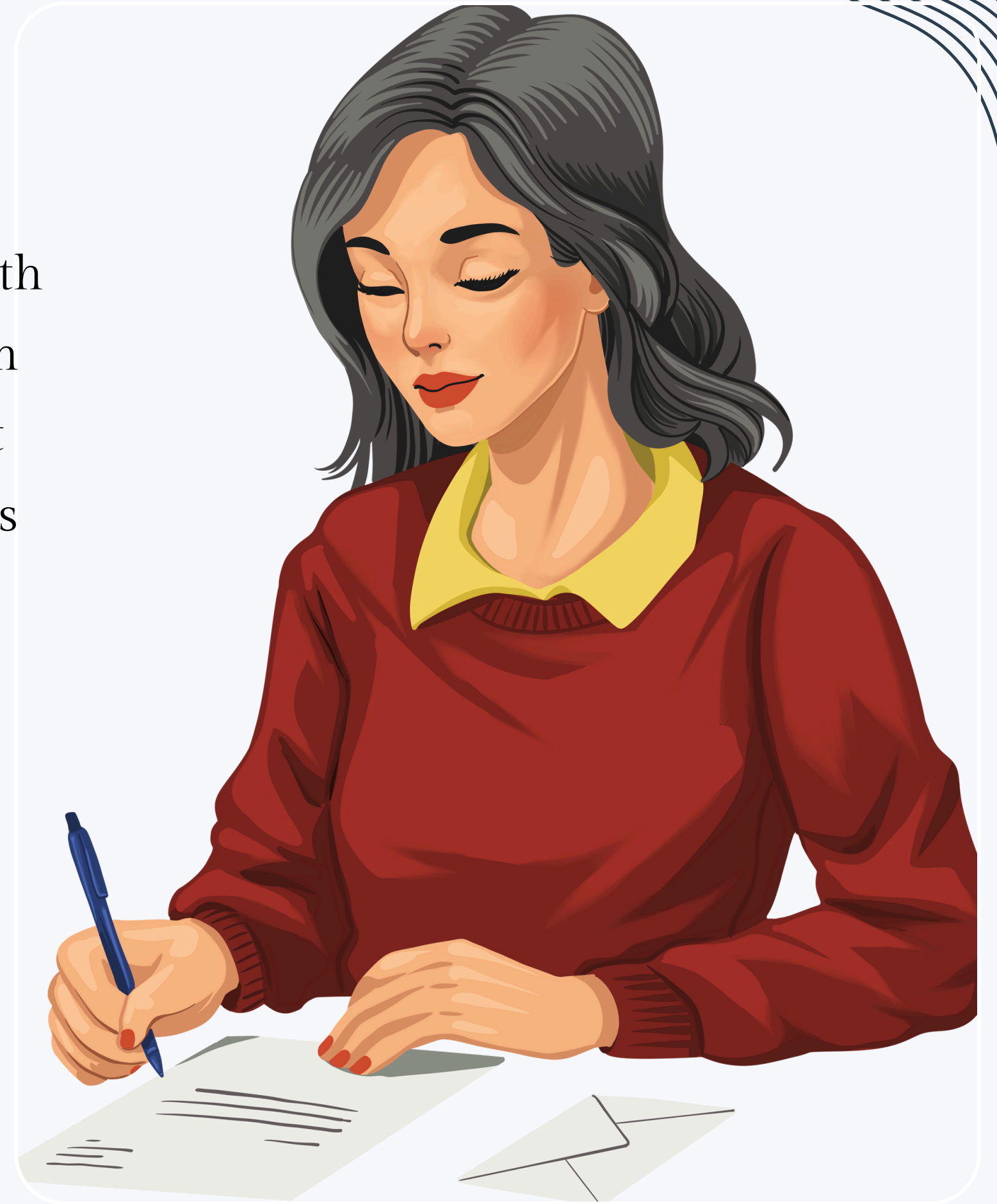
- Chronological CV: Lists experience in reverse date order, best for steady career progression.
 - Functional/Skills-based CV: Focuses on skills and abilities first, ideal for career changers or gaps in employment.
 - Combination CV: Blends chronological and functional elements, highlighting both skills and history.
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Structure of a CV

Section	Key Content
Contact Information	Name, phone, email, LinkedIn, location (no photo or age).
Professional Summary	3-5 sentences on career highlights and goals.
Work Experience	Job title, employer, dates, bullet points with achievements (use action verbs).
Education	Degrees, institutions, dates, relevant coursework.
Skills	Technical/soft skills, languages, tools (e.g., Microsoft Office, ELT software).
Additional Sections	Certifications, publications, awards, references (optional).

What is Cover Letter

A cover letter is a one-page document submitted with a CV or resume to introduce a job applicant, explain their interest in the position, and highlight relevant skills and experiences that align with the employer's needs.



Structure of a CL

Section	Key Content
Header & Salutation	Contact info, date, employer's details; use "Dear [Hiring Manager's Name]" if known.
Introduction	State the position, how you found it, and a hook summarizing your fit (1-2 sentences).
Body (1-2 Paragraphs)	Highlight 2-3 achievements with examples; link skills to job requirements and company needs.
Conclusion	Reaffirm interest, mention next steps (e.g., interview availability), and thank the reader.
Sign-off	"Sincerely," followed by name and contact.

Example of Cover Letter

John Doe
123 Main St,
City, State, Zip
john.doe@email.com
(123) 456-7890

December 26, 2024
[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Management Trainee position at [Company Name] as advertised on [Job Board/Company Website]. As a Management undergraduate with a solid foundation in business operations, administration, and organizational management, I am eager to apply my knowledge and contribute to your team.

During my academic projects and internship at [Previous Company Name], I gained hands-on experience in supporting administrative processes, coordinating small-scale projects, and analyzing workflow efficiency. One of my key achievements was assisting in the development of a simple inventory monitoring system that helped reduce processing time by 15%. I also collaborated with cross-functional teams to prepare weekly performance reports, which strengthened my skills in communication, teamwork, and problem-solving.

I am particularly interested in [Company Name] because of its strong reputation for developing young talent and fostering a culture of continuous improvement. I believe my passion for learning, combined with my understanding of business fundamentals, makes me a strong candidate for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my academic background and enthusiasm for management can contribute to [Company Name]. Please find my resume attached for your review.

Sincerely,
John Doe

Reference

1. Cambridge Dictionary: CV (<https://dictionary.cambridge.org/dictionary/english/cv>)[1]
2. National Careers Service: How to Write a CV (<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>)[2]
3. Indeed: Free CV Template (<https://www.indeed.com/career-advice/resumes-cover-letters/cv-template>)[4]
4. Corporate Finance Institute: Curriculum Vitae (<https://corporatefinanceinstitute.com/resources/career/curriculum-vitae/>)[5]
5. Oxford University Careers: CVs (<https://www.careers.ox.ac.uk/cvs>)[6]
6. JOIN: CV Definition (<https://join.com/glossary/cv>)[7]
7. Coursera: What Is a CV? (<https://www.coursera.org/articles/what-is-a-cv>)[9]
8. Book: "The CV Book" by James Innes (Pearson, 2017) — Practical CV writing strategies.
9. Book: "Knock 'em Dead Resumes" by Martin Yate (Adams Media, 2020) — Includes CV adaptations.
10. Book: "Curriculum Vitae: A Handbook" by Richard L. Beach (Modern Language Association, 2015) — Academic CV focus.