

UHL2432

ENGLISH FOR PROFESSIONAL COMMUNICATION

CHAPTER 1

JOB SEARCH SKILLS

Expected Outcomes

Demonstrate the ability to use a range of methods to search for employment opportunities and identify possible sources of support.

Read job requirements and skills in job searching.

Write a resume using the format instructed by the lecturer.

Write a cover letter according to the format taught.

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Unit 1.5 Preparing Employment Documents

1.5.1 Resume

What Will a Resume Do?

assess your strengths, skills, abilities and experience.

prepare for the interview

to justify your hiring

Unit 1.5 Preparing Employment Documents

1.5.1 Resume

Types of Resumes

**Chronological
resume**

**Targeted
resume**

**Functional
resume**

**Combination
resume**

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1.5.1 Resume

- 1 • Contact information
- 2 • Objective (optional)
- 3 • Career Highlights / Qualifications (optional)
- 4 • Experience
- 5 • Education
- 6 • Skills
- 7 • References available upon request

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1.5.1 Resume

1. Contact Information

- Information on how the employer can contact you.

2. Objective (optional)

- What do you want to do?

3. Career Highlights / Qualifications (optional)

- A section that lists key achievements, skills, traits, and experience relevant to the position for which you are applying.

4. Experience

- A section that includes your work history

Unit 1.5 Preparing Employment Documents

1.5.1 Resume

5. Education

- List the colleges you attended, the degrees you attained, and any special awards and honours you earned.

6. Skills

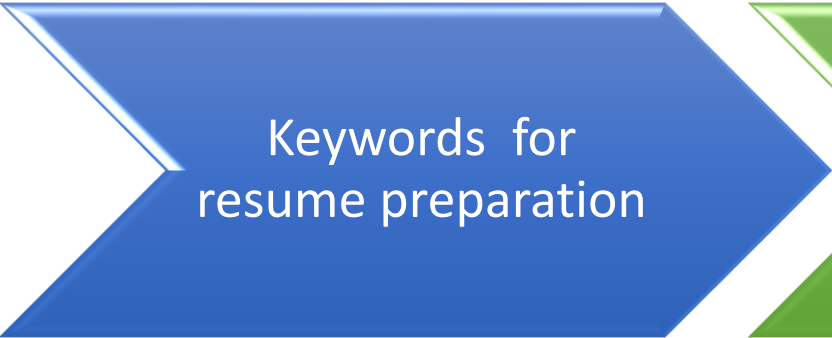
- A section where you include skills related to the position / career that you are applying for i.e. computer skills, language skills.

7. References available upon request

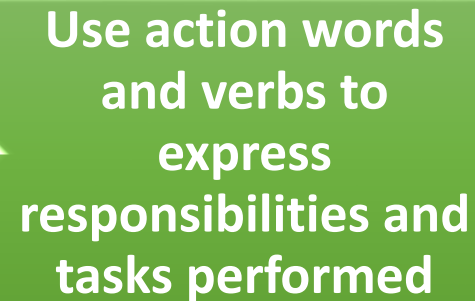
- It is not compulsory to include references on your resume, unless it is requested. You may have a separate list of references to give to employers upon request.

Unit 1.5 Preparing Employment Documents

1.5.1 Resume



Keywords for
resume preparation



Use action words
and verbs to
express
responsibilities and
tasks performed

Unit 1.5 Preparing Employment Documents

1.5.1 Resume

Drafting and editing a resume

- Start with writing a draft.
- Assemble the basic sections of your resume.
- Check and edit.
- Use action words and verbs to express responsibilities and tasks performed.
- Include transferable skills and accomplishments.

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1.5.2 Cover Letter

Highlights key points in your resume.

Expresses your interest in a position.

Shows off your qualifications to a prospective employer.

What is a Cover Letter?

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1.5.2 Cover Letter

1. hard copy
correspondence

2. e-mail
correspondence

Types of cover letter

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1.5.2 Cover Letter

The template of a cover letter includes three main contents or components:-

- **1. Opening paragraph**
- **2. Main body**
- **3. Closing paragraph**

Editing Cover Letter

Correctness

Clarity

Conciseness

Coherence

Control

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