



# **How to write a CV and Motivational Letter**



# What we're talking about?

## ➤ CURRICULUM VITAE

It is a document drawn up in order to present the personal situation, education and employment of a person. It's the first source of information according to which an employer or recruiter decides if he is interested to further examine a candidate to evaluate their recruitment or collaboration.

## ➤ MOTIVATIONAL LETTER OR PRESENTATION

Often it precedes or accompanies the CV. In addition, is perhaps the most important element, because on it are written the motives for the candidate to present itself right at that company. Reasons that should push the company itself to pursue the knowledge of the candidate.

# WHAT'S 'TO KNOW


- ▶ The model of the Curriculum Vitae Europass is the most used. Some guidelines:
- ▶ The employer typically takes less than a minute to evaluate a CV. If the first impression doesn't work, you have lost your chance!
- ▶ Be concise, It is usually two pages.
- ▶ Be clear and concise, avoid stereotyped phrases.
- ▶ Provided contextual elements detailed and specific examples of activities carried out.
- ▶ Also keep your CV, especially if your work experience is maturing.
- ▶ Don't lie !
- ▶ Always attach a cover letter/motivational

You can obtain the template form and guidance on the completion of:

<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>

# MOTIVATIONAL LETTER / PRESENTATION

- ▶ It must not be a repeat of the CV, but provide additional information and stimulate the interest of our party. Would be brief, one page maximum, and courteous, consistent and coherent information to what is written in the curriculum vitae.
- ▶ In the top right is written the recipient, with the company name preceded, if possible, by the name of the breeder.
- ▶ In the top left inserted the header with the full name, full address of the sender and the email.
- ▶ The date is inserted in the lower left, while the signature, recognizable, should be placed in pen, bottom right.
- ▶ Try to understand the company to which you are writing, who they are, what they do and what the job profile you most approaches.
- ▶ Emphasize your skills, your quality and experiences could make a valid element in the company. To do this, you must have gathered information on the company, their activities, projects and missions. Make sure that you show this knowledge when you write the letter.

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- ▶ You must make it clear to your prospective employers why they should choose you own. As companies are interested in the benefits to the organization, the problems that you can solve availability and flexibility to change jobs or accept timetables and specific working conditions.
  - ▶ If some information of the curriculum is not sufficiently valued, you can emphasize it in this area. Royal strengths can be Internships, other work experience, essay and research (e.g. dissertation, project work) on topics of interest to the company, the certified knowledge of languages and a particular personal interest in the strategic activities of the company.

You can find on the internet many examples of motivation letters (not all good ones). A good website is :

<http://motivationalletter.com/>