

# **How to write a professional CV and Cover Letter**

Career Orientation & Alumni Day  
MSc in Economics  
2019/2020 a.y.

# Curriculum Vitae

*What is it?*

It is a document that presents a **concise summary** of your **education, employment, experiences and skills** that characterize you and that have shaped your level of preparation.

It is the **first source of information** according to which an employer or recruiter decides if he is interested to further examine a candidate.



Adapt your CV to the position for which you are applying.

# CV – General Tips

- Make sure your CV is **relevant to the reader**: add, remove or emphasize pertinent competencies and experiences.
- Your CV must make a **positive impression immediately**.



Recruiters/employers typically take less than a minute to evaluate each CV.

- Make sure your CV contains **straightforward information**.
- Be aware of spelling mistakes and sloppy formatting.



Careless mistakes convey an impression that you do not pay attention to details.

# CV – General Tips

- **Avoid** the use of **falsehoods** and deception.
- The recommended length of a CV is **no more than two pages**.



Exceptions are made only for those with numerous publications and post-doctoral research.

- When it comes to saving it, make sure you use the **.pdf** file extension.
- Name the pdf using your Name and Surname, i.e. “Mario Rossi CV”.

# The structure of your CV

- Header (Mario Rossi's Curriculum Vitae)
- Personal Details
- Education
- Work experience
- Extracurricular activities
- Awards, Scholarships and certificates
- Languages and IT skills
- Interests/Additional informations

# Getting started with CV

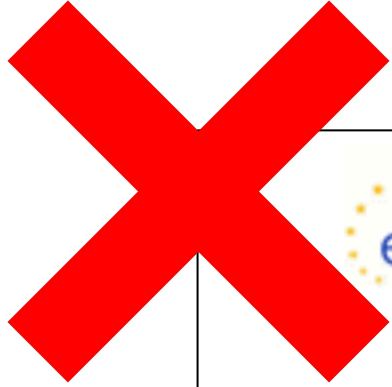
## HEADER

- As the top of the first page, include your name and surname, as well as “Curriculum Vitae” (optional).
- Picture? When you decide to include a picture on your CV, make sure to use a picture that portrays your professional attitude.



Research has shown that bare arms and shoulders can come across as unprofessional.

## HEADER




**Europass  
Curriculum Vitae**




# Getting started with CV

## PERSONAL DETAILS

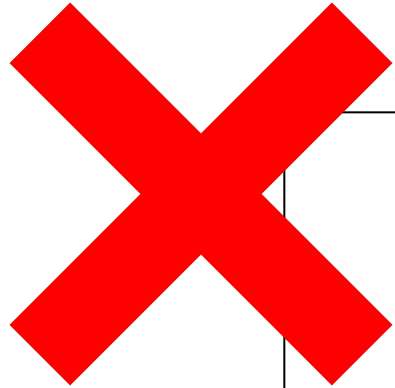
- First and last name
- Address
- Telephone Number
- Email (professional)
- Date of birth
- Nationality
- LinkedIn profile

 Email addresses like [ninjawarrior95@hotmail.it](mailto:ninjawarrior95@hotmail.it) will not make you look very professional.

 Only when the profile is completed. Make sure to create a personal URL.



# PERSONAL DETAILS



## Personal information

First name(s) / Surname(s)	<b>Mario Rossi</b>
Address(es)	<b>56, VIA CHINA, 00168, ROMA (RM), ITALY</b>
Telephone(s)	Mobile: <b>123 456789</b>
E-mail	<b>ninjawarrior95@hotmail.com</b>
Nationality	Italian
Date of birth	20 JULY 1995
Gender	M

# PERSONAL DETAILS



## Mario Rossi

### PERSONAL DATA

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PLACE AND DATE OF BIRTH: Someplace, Italy | dd Month 1995  
ADDRESS: CV Inn 19, 20301, Rome, Italy  
PHONE: +39 123 456789  
EMAIL: [mario.rossi@gmail.com](mailto:mario.rossi@gmail.com)

## PERSONAL DETAILS



# MARIO ROSSI

### PERSONAL INFORMATION

Address	Via Chiana 37, 00198, Rome, Italy
Phone	+39 *****
E-mail	<u><a href="mailto:mariorossi@gmail.com">mariorossi@gmail.com</a></u>
LinkedIn	<u><a href="https://www.linkedin.com/mariorossi">https://www.linkedin.com/mariorossi</a></u>

# Getting started with CV

## PERSONAL PROFILE

This is your opportunity to show a recruiter something about yourself, your hopes, ambitions, life experiences, inspirations.

We encourage you to take your time on this assignment.

**Be open. Be reflective.**

The length of this part should be a **maximum of 6 lines** or use bullet points.



This section is optional. If you are not able to write a catchy profile, then leave this part out.

# Getting started with CV

## EDUCATION

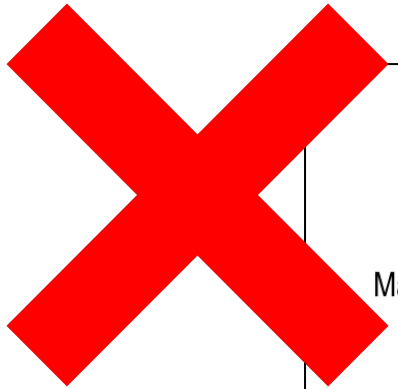
- As a graduate, it is recommended to mention your education **before your work experience**.
- Make sure to include the **length** of your education, the name of your **program**, the **final grade** (or GPA), and the **education facility** you attended.



Be aware that if your final grade was not very high and you choose not to insert it, then the reader may assume that your grade is even lower than what it really is.

- List these in an **anti-chronological order**.
- You may also include any course illustrating your suitability to this position you are applying for.

# EDUCATION



## Work experience

Dates	From 2013
Occupation or position held	Waiter
Main activities and responsibilities	Summer job
Name and address of employer	Tavern "Lo Sgabello", via dei Serpenti 45, Rome (RM), 00193
Type of business or sector	Restaurants

## Education and training

Dates	From 2014
Title of qualification awarded	University of Rome "Tor Vergata" – Faculty of Economics
Principal subjects/occupational skills covered	Currently enrolled, in time, in the second year of the Master of Science in Economics, a two-year study program entirely in English.
	Three-year degree in November 2017 in Economics Science, with 105/110,
Dates	From September 2009 to June 2014
Title of qualification awarded	Scientific High School at Cavour, with 100/100.

# EDUCATION

## EDUCATION

- JULY 2018 Master of Science in ECONOMICS, **Tor Vergata University**, Rome  
110/110 *summa cum laude*  
Thesis: “Innovation in Health” | Advisor: Prof. Vincenzo ATELLA  
GPA: 29.41/30 [| Detailed List of Exams](#)
- JULY 2016 Undergraduate Degree in ECONOMICS  
110/110 *summa cum laude*, **Tor Vergata University**, Rome  
Thesis: “The wage mobility: an empirical analysis for Italy” | Advisor: Daniela VURI  
GPA: 28.85/30 [| Detailed List of Exams](#)
- FALL 2015 Exchange Semester at **KU Leuven**, Belgium  
GPA: 3.875/4 [| Detailed List of Exams](#)
- JULY 2012 **Liceo Classico “E. Duni”**, Rome | Final Grade: 100/100

## WORK EXPERIENCE

SUMMER 2017 | Traineeship at EUROPEAN CENTRAL BANK

## Detailed List of Exams (optional)

Master of Science in ECONOMICS		
Grades		
EXAM	GRADE	CREDIT HRS
Mathematics	30	12
Statistics	28	6
Econometrics	30	6
Microeconomics I	29	6
Statistical Computing	pass	6
Macroeconomics I	30	6
Macroeconomics II	30	6
Microeconomics II	25	6
Time Series	29	6
Macroeconometrics	30	6
Public Sector Economics and Management	30	6
Law and Economics	30	6
Econometrics for Applied Economics	30	6
Health Economics	30	6
Labour and Personnel Economics	30	6
Final Thesis		24
	Total	120
	GPA	29.41



# EDUCATION



EDUCATION AND TRAINING	
July 2018	University of Maastricht <b>Summer School</b> in Advanced Quantitative Methods Key-courses: .....
Sep 2017 – ongoing	<b>Master of Science in Economics</b> (LM-56) Tor Vergata University, Rome, Italy (Course taught in English) Key-courses: ..... GPA: 28,9/30
Sep 2014 - Sep 2017	<b>Bachelor Degree in Economics</b> Tor Vergata University, Rome, Italy Key-courses: ..... <i>Thesis: “...”</i> Advisor: Prof. Final Grade: 110/110 cum laude

# Getting started with CV

## STUDY PROJECTS OR INTERNATIONAL EXPERIENCE

A section such as “study projects” is optional in order for you to emphasize these projects. Think of consultancy projects or internships. If you want to emphasize something else, such as your international experience, create a section regarding your “international experience”.



International Mobility Programs, Internships at International Institutions etc.

# Getting started with CV

## WORK EXPERIENCE

Use the same layout as for education: dates, function, and company name.

You may decide to mention your internships in this section instead of “study projects”. It is up to you.

# WORK EXPERIENCE



## WORK EXPERIENCES

Feb 2018 – Jun 2018

Traineeship at the **European Central Bank**  
*Trainee* in the ..... Unit

Sep 2017 – Dec 2017

Research Fellow for FAO  
*Project Fellow*  
\*brief description

Jan 2016 – Mar 2017

Working scholarship at University of Rome, Tor Vergata  
*Library assistant*

# Getting started with CV

## EXTRACURRICULAR ACTIVITIES

Use the same layout as for education: dates, function, and company name.

Especially if you do not have a lot of work experience, this is an important section in your CV.

Recruiters pay attention to extracurricular activities and often consider them as work experience.

## EXTRACURRICULAR ACTIVITIES



2016 - ongoing

### **Economics Student Association**

University of Rome Tor Vergata, Rome, Italy

- Managing five board members
- Organising Career Event (150 participants)
- Training of new board members

# Getting started with CV

## SCHOLARSHIPS AND CERTIFICATES



### SCHOLARSHIPS AND CERTIFICATES

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SEPT. 2018    Scholarship for graduate students with an outstanding curriculum  
JUNE 2018    GMAT®: 730 (Q:50;V:39) 96<sup>th</sup> percentile; AWA: 6.0/6.0 (89<sup>th</sup> percentile)

# Getting started with CV

## LANGUAGES OR LANGUAGE SKILLS

You may choose to use the CEFR level (ranging from A1 to C2) such as “advanced/basic knowledge/...”.

## IT OR COMPUTER SKILLS

Consider using a long description or a short description.

You may also consider to specify the level of knowledge (advanced/basic/...).



# LANGUAGE SKILLS & COMPUTER SKILLS



LANGUAGES	Italian: Mother tongue English: Advanced (IELTS 7.0) French: Basic knowledge
COMPUTER SKILLS	Windows Office: Word, Excel, PowerPoint, Outlook, Access (ECDL certification) <i>Programming and Scripting Languages:</i> MATLAB, STATA, LaTeX, Python <i>Other technical skills:</i> Thomson Reuters Eikon and Datastream for Office certifications

# LANGUAGE SKILLS & COMPUTER SKILLS



## LANGUAGES

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ITALIAN:   Mothertongue  
ENGLISH:   Fluent (IELTS 7.0)  
FRENCH:   Basic Knowledge

## COMPUTER SKILLS

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Windows Office:	Word, Excel, PowerPoint, Outlook, Access
Programming and Typesetting:	MATLAB, STATA, PYTHON, $\text{\LaTeX}$
Other technical skills:	Thomson Reuters Eikon and Datastream certifications

# Getting started with CV

## INTERESTS / ADDITIONAL INFORMATIONS

Critically assess which qualities or traits you would like to illustrate with the interests you have selected to include on your CV.

Which qualities would you like to highlight?

Are you, for instance, a team player?

Or are you considering a function that requires leadership skills and would like to highlight your ability to motivate others?

# INTERESTS / ADDITIONAL INFORMATION



## INTERESTS AND ACTIVITIES

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Technology, Open-Source, Programming  
Paradoxes in Decision Making, Psychoanalysis, Behavioural Economics  
Football, Travelling

# Cover Letter

*What is it?*

The main goal of a cover letter is to **expand upon your CV**, not re-write it - make sure your cover letter supports your CV and emphasizes relevant information about your competencies and experiences.

**Key strengths** can be internships, other work experience, essay and research (e.g. dissertation, project work, summer school, international experience, dataset analysis) **on topics of interest to the company.**

To do this, **analyse the vacancy**. Try to understand the company, who they are, what they do. LinkedIn can be of help.

# Cover Letter – General Tips

- An excellent cover letter takes **time** to write. Give yourself that time. It is important.
- Use **short sentences** and **active language** – be concise and to the point.
- Avoid abbreviations and specialized language.
- Let your letter **connect to your CV**, but avoid literal overlap. In your CV, you can identify things that you then explain in your letter.

# Cover Letter – General Tips

- Each letter should be **detailed and tailored** specifically to the company and role for which you are writing for.
- **Avoid clichés!** Do not just say “I am a team player”. Instead, choose an example of when you worked in a team and explain what happened and what you achieved.
- **Be convincing but never intrusive.** Do not put conclusions in your text, but express your arguments so that the recipient can draw a (positive) conclusion.

# Cover Letter – General Tips

- **Avoid vague and generic phrases.** Do not focus on what the company and/or the function can do for you, but on how your competencies can be useful for the company.
- No more than **one or one and half pages**.
- Send your cover letter as a **.pdf** file and put your name and surname in the subject of the document.
- Once you have written your letter, check it over for mistakes and get someone else to **proofread your letter** before you send it.



Recruiters are not going to take you seriously if you have made silly spelling or grammar mistakes.



# Getting started with Cover Letter

## STRUCTURE OF THE LETTER

*Your name and address*

*Company's address and name of the contact person*

*Location and date*

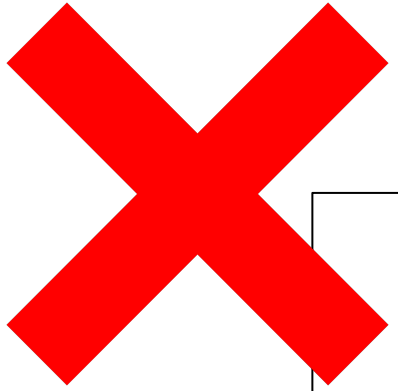
*Relating to (including vacancy number)*

*Dear Madam/ Sir X ....*



Make sure you know the name and position of the contact person and do not just send a letter to “Dear Sir/Madam” or “To whom this may concern”.

## STRUCTURE OF THE LETTER



Hello,

I am just wondering if you are still offering this position?

Thanks,

Mario

# STRUCTURE OF THE LETTER



Bryan Wong  
RBB Economics  
199 Bishopsgate  
London  
EC2M 3TY  
United Kingdom

Mario Rossi  
Telephone: +39 123456789  
[mario.rossi@gmail.com](mailto:mario.rossi@gmail.com)  
Via Chiana 56, 00193 - Rome (Italy)

**Re: internship at RBB economics – vacancy number 1842/J**

# Getting started with Cover Letter

## PARAGRAPH 1 : GRAB THEIR ATTENTION

Draw attention to your letter by showing that you have conducted research on the company beforehand.

You can for instance refer to a pleasant phone conversation you have had with someone from within the organization, or indicate any other already existing connections you have established.

# Getting started with Cover Letter

## PARAGRAPH (S) REGARDING YOUR MOTIVATION

These paragraphs should include your main reasons for wanting to work for organization X.

Try to be original instead of naming all the obvious reasons.

Have you been an intern at a similar organization? To strength your motivation you can use this internship as an example to illustrate your experience in this field.

# Getting started with Cover Letter

## PARAGRAPH (S) REGARDING YOUR MOTIVATION


You should convince the reader that you are the perfect candidate for the job. Do not literally write down why you think you are the perfect candidate, but you convey these points by referring to your **experience**.

! For your academic experience refer to: academic courses, Erasmus experience, summer schools, software packages you know, your dissertation, project work that is related to the job and so on.

! For your professional experience, consider how past and present work has helped you build your qualities and your skills.

! As stated above, talk about key facts, competencies and experience (dissertation, project work, summer school, international experiences, dataset analysis) on topics of interest to the company.

## PARAGRAPH (S) REGARDING YOUR MOTIVATION



My name is Mario Rossi and I am an interested applicant in the position currently available. My skills consist of being great at multi-tasking, great with computers, patient, bilinguals (fluent Spanish), reliable and having very flexible hours. I am 24 years old, which is why I think this position is a great fit for me. I have attached my resume in the hopes of being considered for it. I am available weekdays, weekends and at any time nights.

## PARAGRAPH (S) REGARDING YOUR MOTIVATION



I am currently working as a Trainee at the IFAD, in the Energy Division. In my role, I am focusing on the transport sector and I am asked to contribute and to support my team by providing the cost structure of new types of vehicles such as electrical ones. In my role, I collaborate with economists and research analysts for the analysis and assessment of the energy policy stance. This mainly entails working with datasets and databases, including macroeconomic, microeconomic, financial and intraday data, maintaining, and updating the data infrastructure.



## PARAGRAPH (S) REGARDING YOUR MOTIVATION



Hence, I would like to make a positive impact while interacting with competent people since I believe that my academic achievements have prepared me to master specific subjects. Graduate courses such as Econometrics, Statistics and Time Series Analysis gave me the quantitative skills aiming at examine economic data. These abilities make me able to restate the initial research questions and present reliable findings and conclusions. Besides, I chose the elective courses that match up well with my personal interests and shape my profile. In particular, during my Erasmus at Goteborg University, I attended the courses of Advanced Industrial Economics, which highly motivated me to broaden my horizon with respect to the field, thanks to challenges such as real case studies, and technical/quantitative assignments that I faced.

# Getting started with Cover Letter

## CONCLUSION

Make sure that the language of the final paragraph matches the content of the letter and your personality.

### Example

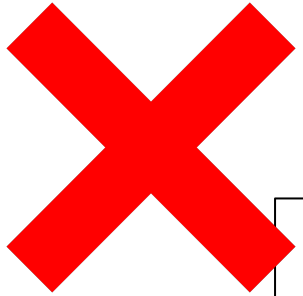
*I welcome the opportunity to further elaborate on my CV and motivation during a personal interview. I look forward to your reply.*

*Kind regards,*

*XX*

*Attachment: Curriculum Vitae*

## CONCLUSION

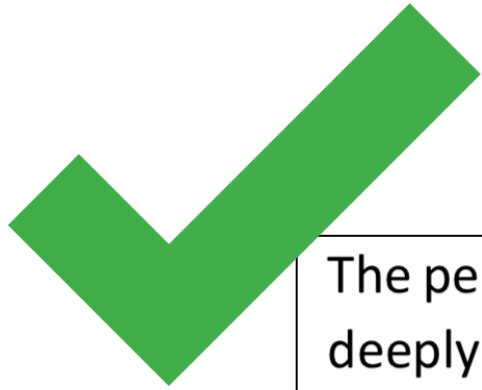


I know I am not tailored made for the job and I just have 3 months after Mat 5th before I resume the new semester here. Nevertheless, this looked interesting.

It was funny applying!

Thanks and regards.

## CONCLUSION



The perspective to bring my knowledge and abilities at this level makes me aware of how deeply it could shape my thinking and keep increasing my competences.

I would welcome the opportunity to discuss any further clarification about my application.

Yours sincerely,

Mario Rossi

# Useful Links

## CURRICULUM VITAE

<https://www.overleaf.com>

## COVER LETTER

<https://inomics.com/tag/cover%20letter>