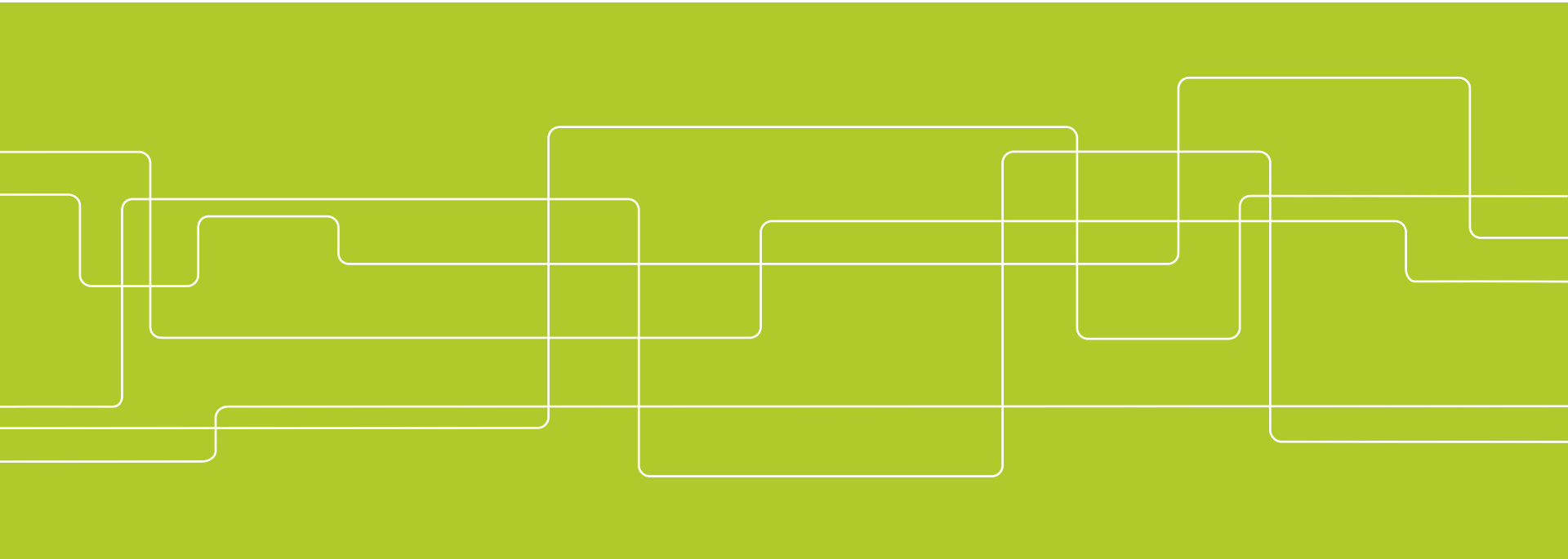




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How to write a CV and Cover letter for the Swedish job market

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Introduction

- Why could it be difficult to write about myself?
- What is the purpose of these documents?
- CV vs resume?
- Difference between CV and Cover letter

Curriculum vitae

Chronological

Biography

Life description

Cold facts

A bit more general





Cover Letter

”Warm facts”

Personality

Specific

Customized





Job ad

Exempel:Product Development Engineers R&D Center Tube

Would you like to take part in creating new possibilities, new business and new concepts? Do you want to achieve results together with an ambitious and focused team? If so, this may be just the job for you!

The Tube product area, within the business area Sandvik Materials Technology (SMT), is specialized in seamless tubes and pipes and associated parts. SMT's new strategy has a strong focus on utilizing our unique competence within materials technology to grow within the energy segment - primarily within oil and gas, but even in other strategic growth areas.

In order to implement SMT's and product area Tube's strategy in the energy segment, Tube R&D will be adding resources and also creating a new unit for product development within oil and gas. The unit will consist of ten people. The existing R&D units for wet corrosion and high temperature applications will be responsible for product development and product-related process development. The unit for process development will focus closely on process development related efforts in the areas of productivity and exchange. The Oil & Gas and Wet Corrosion units are currently looking for three Development Engineers.

Key performance areas

As R&D Engineer you will work with the development of products used in Oil & Gas or Wet corrosion applications. Your main responsibilities will include to:

- Lead and participate in product development projects
- Manage technical problem solving for product and material related issues
- Support the organization in responding to customers' questions about our products
- Conduct materials studies and review results in technical reports and presentations
- Represent SMT in technical contexts, such as meetings with customers and conferences



Job ad

Your profile

We are looking for someone with a **Master's in Engineering** in the areas of materials, machining, chemistry or similar fields, with previous experience working with technical sales and product development. Excellent **communication skills in English**, both verbal and written, are a prerequisite for the position, and knowledge in **Swedish is desirable**. **Management experience** and a **background in materials** are advantageous, as is **knowledge of corrosion** and **mechanical** properties.

As a person you are **result oriented**, with the ability to **challenge the organization** and change, as well as **improve, the way of working**. You have good **analytical** abilities, combined with a strong will and great **enthusiasm**, and you can see development opportunities for both yourself and the business. You also have an **understanding of the needs of the market** and their significance for the business, as well as a **genuine interest in technical issues** and materials. As you will have a large network of contacts, it is important that you have good ability to **establish** and **maintain relationships**, both internally and externally.

A great deal of importance is placed on your **personality**.

We actively work to create a workplace that is characterized by diversity and inclusion.

How to write a CV

- Rules of Thumb
- Sections in a CV
- Design



Rules of Thumb

- Tailor your CV to meet the requirements of the position
- Use a reversed chronological order
- Two pages maximum
- No lengthy detail – keep it precise
- Action verbs, past tense
- Write for the reader – Human Resources





Sections in a CV

- **Personal Details/Contact Information**
- **Career Objective**
- **Education**
- **Work Experience**
- **Extracurricular Activities**
- **Language Skills**
- **IT Skills**
- **Additional Information and Interests**
- **References**



Sections

Personal and Contact Information

- On both pages. Use a header and or footer
- One e-mail address

Career Objective

- Be precise
- Refer to your skills and education and the kind of company or industry you would like to be part of



Sections...

Education

- Reversed chronological order, year and month.
- Translate into the standards of the new country
- Describe what you have learnt and what is specific about your education. What are your qualifications as an engineer?

Work Experience

- Employability skills
- In your description, use this model: Describe the assignment. What did you do?, What was the result?, What qualities did you use? What did you learn?

Employability skills

- Communication
- Teamwork
- Problem Solving
- Initiative & Enterprise
- Planning & Organising
- Learning
- Technology
- Self Management





Sections...

Extra curricular activities

Language skills

- Make a distinction between how well you speak and write
- folkuniversitetet.se/Om-Folkuniversitetet/In-English/Language_Tests/The-Language-Guide/

IT Skills

- Operational systems, applications, programming languages etc.



Sections...

Additional information and Interests

- Diplomas, certificates, sholarships, awards

References

- Available up on request



Design, Spelling and Grammar

- Maximum two pages
- Use a text size and font that is easy to read
- A consequent format
- Distinguish between headers and body text.
- Avoid abbreviations
- Proof read

Purpose of a Cover Letter

- Your Cover Letter is your opportunity to promote yourself to an employer
- Let the employer know why you are particularly suitable for the position you are applying for
- Personality is important – show the employer who you are





Always write a new Cover Letter

- Tailor your Cover Letter to meet the essential requirements of the job
- Always personalize each Cover Letter for each job that you apply for
- Never send copies to other companies





Answer three questions

- Why the company - show you have done your research
- Why the position - show why you are particularly suitable
- Why you - let them know your advantages



Rules of Thumb Cover letter

- One page
- Keep it precise
- Contact information
- Which position are you applying for
- Proof read