**ENG VID LESSONS**

**Find a NEW JOB in North America: Cover Letter & Resume Advice**

<https://www.engvid.com/north-america-jobs-cover-letter-resume-advice/>

21.06 min video

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| COMMON NOTES | YOUR NOTES |
| Different formats = PURPOSE 🡪 to tell employers about your amazing skills, abilities, experience and accomplishments |  |
| Do I need both a cover letter and resume? |  |
| Can I reuse the resume / cover letter for each job a apply for? | You will more likely to get the job IF ….. |
| **Why** should we hire you? |  |
| What kind of things should we **include** in cover letters and resumes? / what is relevant? |  |
| Accomplishments – which ones? |  |
| Marriage – yes or no? |  |
| Skills – yes or no? |  |
| Religion – yes or no? |  |
| Strong communicator – yes or no? |  |
| Age – yes or no? |  |
| Photo – yes or no? |  |
| Volunteer experience – yes or no? |  |
| Current job – yes or no? |  |
| Work experience – yes or no? |  |
| Jobs referring to a “distant past” – yes or no? |  |
| **Relevant / Job specific** information |  |
| 1. Read job advertisement carefully |
| 1. Look for key skills qualities, experience they ask for |
| 1. Match your skills, qualities, experience to the description |
| 1. If no advertisement, think about the job / what’s important? / do some research on the web |
| 1. No experience? (Or applying for a new job) - Education, volunteer, club, school projects, sports teams… |
| **FORMAT**  Typed on a computer  12 pt font  Standard font (e.g. Times New Roman, Arial)  Short - how many pages?  There are different types and different styles – see Templates / examples – useful or not? ( see [www.engvid.com](http://www.engvid.com) )  Copy and Paste? Do or don’t? |  |

**Keywords**

Highlight =

Hire =

Accomplish =

Suitable =

Match =

Job advertisement =

Cutting-edge = (cutting-edge project)

Think outside the box =

Tips =

Template =

Fill in the blanks =

Format =

That sounds good =

DO THE QUIZ <https://www.engvid.com/north-america-jobs-cover-letter-resume-advice/#quiz>

1. In English-speaking countries like England, Canada, and the USA, what should you include on a resume?
2. A resume is a **letter** you write and send to places where you want to work. It includes details on why you are qualified for the job you're applying for.
3. For most jobs, you do not need to send a resume. You only need a cover letter.
4. You can write a resume by hand.
5. How long should a resume be?
6. Your resume should have five paragraphs. You should use mainly full sentences on resumes and avoid bullet points.
7. You are writing a resume and have no job experience. You should:
8. What should you **not** include on your resume?
9. You should rewrite or change your cover letter for each company you apply to.
10. You want to show how you are good at problem solving in your cover letter. You should:

**So, what are your SKILLS, ABILITIES, EXPERIENCES ???**

Additional links on Cover Letters:

<https://www.engvid.com/search/?q=cover+letter&x=0&y=0#gsc.tab=0&gsc.q=cover%20letter&gsc.page=1>

and resumes:

<https://www.engvid.com/search/?q=resume&x=0&y=0#gsc.tab=0&gsc.q=resume&gsc.page=1>

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ENGVID ALL LESSONS: <https://www.engvid.com/english-lessons/>