

# HOW TO GET YOURSELF EMPLOYED?



# Module 5

## Developing Your CV/Resume and Cover Letter



At the end of this module, participants should be able to

- identify and translate their strength into sentences
- apply common guidelines of resume writing
- compose their own resume
- customize their resume to match the advertisement

# Resume is ...

An advertisement, nothing more, nothing less!!

Or

A selling tool that outline your skills and  
experiences

- Assertions (the juicy part!):
  - Career Objectives
  - Summary
  - Skills & Accomplishments
- Evidence
  - you actually did what you said you did

- The **career objective statement** outlines what you want to gain based on the **exceptional qualities, abilities or achievements** that you have that is specific to the job applied
- Should include:
  - Type of the job
  - Position title
  - Skills you hope to use
  - The field of the company

- E.g. 1: Bioprocess engineer position with an oil & gas industry where **a background in microbial-enhanced oil recovery would be needed**
- E.g. 2: To obtain a trainee engineering position in the petrochemical industry which **can help me to develop my current level of education, experience and expertise.**

- The **spiciest part** of the resume!
- May be the **only** section read by the employer
- Summary profile of your CART





**CAREER OBJECTIVE**

**SUMMARY PROF**

## Let them know

- what results you produced
- what happened as a result of your effort
- what you are especially gifted or experienced at doing

(Rockport Institute, 2009)

# TIP #1: FOCUS ON TANGIBLE RESULT OR ACHIEVEMENT

- Vice President of XYZ Club; used to help my club to sell tickets **worth about RM10,000.**
- Ph.D. in Management → Ph.D. in Management (**CGPA: 4.0; Ph.D. viva with minor correction**).
- Raised **RM 5,735** in paper and can recycle program under FM Student Society.

- Zack was a teacher and freelance training consultant. He is an award winning and bestselling author. Currently, he is a Senior Lecturer at Faculty of Management of UTM since December 2014. Within 3 years, he was involved with academic projects (cumulative worth around **MYR250k**), **4 excellent awards** including Gold Medal in UTM innovation competition, being Invited Speaker for international conferences (**Thailand and Vietnam**; sponsored), producing around **10 IPs** and finalist of Swiss Innovation Challenge of Malaysia (2017).

- Raised approximately **RM22,000** from Malaysian industries for educational management trip to China and Hong Kong in 2016.
- **3 TIMES DEAN'S LIST AWARD** in Universiti Teknologi Malaysia.
- Standard Chartered Applied Science Award, 2001 & 2002. This award recognizes innovations in applied science and engineering. Dr. Danquah won this award **out of over 500 candidates**.

# TIP #2: HOWEVER, SOMETIMES GENERAL STATEMENT IS BETTER

- Runner-up winning team of the Inter-Varsity's HRD Competition in 2016 → A **winning team** of the Inter-Varsity's HRD Competition in 2016.
- Number three → **Winner.**
- 8A, 1C, 1D, 1E → **8A.**
- Committee member → **Member or involved..**

# TIP #3: RELATE WITH SOMETHING BIG AND GREAT

- The article has been published in *1001 Inventions: The Enduring Legacy of Muslim Civilization*. → The article has been accepted by **National Geographic** to be published in *1001 Inventions: The Enduring Legacy of Muslim Civilization* that has been sold for more than **200,000 copies around the world**.

- Director for College Open Day 2014 (FIESCOPE 14) → Director for College Open Day 2014 (FIESCOPE 14); Launched by **Dr Hj Zaini Abu Bakar ADUN Gelang Patah** with **RM5k** total collection.
- Attended professional talk and sharing session, organized by UTM; **Tan Sri Tony Fernandes, Tan Sri Azman Hashim...**
- Internship with PQRS that has been recognized as **Asian Most Innovative Company (2017)**.



## Management Power Words

- Built
- Demonstrated
- Developed
- Enhanced
- Facilitated
- Generated
- Impacted
- Implemented

## Technical Power Words

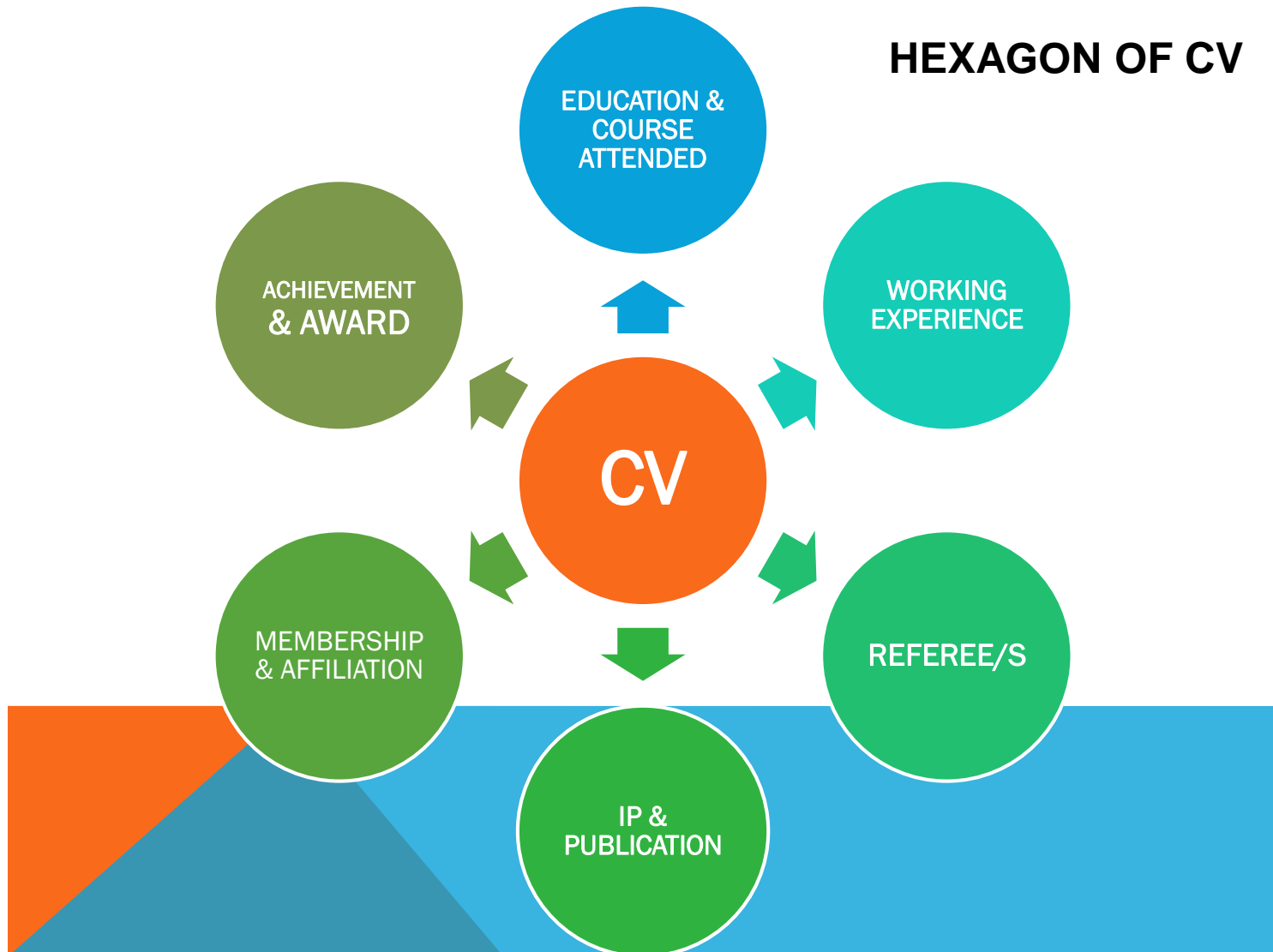
- Analyzed
- Built
- Consulted
- Created
- Escalated
- Formatted
- Integrated
- Maintained

More examples in [www.rockportinstitute.com/resumes.html](http://www.rockportinstitute.com/resumes.html)

Evidence to support your credentials and claims must be verifiable such as:

- Experience
- Education
- Awards
- Professional affiliations
- Civic/community leadership
- Publications
- Comments from supervisors
- Personal interests/hobbies
- References

## HEXAGON OF CV





Tel: +(6)07-5591500 5591520 Faks: +(6)07-5565899, 5576904 <http://www.icc.utm.my> Emel: [info@icc.utm.my](mailto:info@icc.utm.my)

RUJUKAN KAMI:

UTM.J.14.01/27.13/1JLD104(75)

RUJUKAN TUAN:

29/12/2015

*Dr. Zulkifli Hamisan@Khair*  
Fakulti Pengurusan  
UTM, Johor Bahru

*Salam Sejahtera,*

Saudara,

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Sekian, terima kasih,

**"BERKHIDMAT UNTUK NEGARA"**

## General Outline of Cover Letter:

- Your name and contact information
- Date of letter
- Reader's name, Reader's title, Name of Company and Company's address
- Salutation: Use Sir/Ms and name if available
- Opening Paragraph: State why you are writing, name the position or type of work you are applying and mention how you heard of the opening.

## General Outline (Continue)

- **Middle Paragraph:** So be made up of three components:
  - Why you apply for the job
  - What value you can bring to the job, and
  - How do you want to develop yourself in the job
- **Closing Paragraph:** restate your strong interest in the position and your desire for a face-to-face meeting.
- **Signing off:** Use sincerely/faithfully, Your full name, Enclosure.