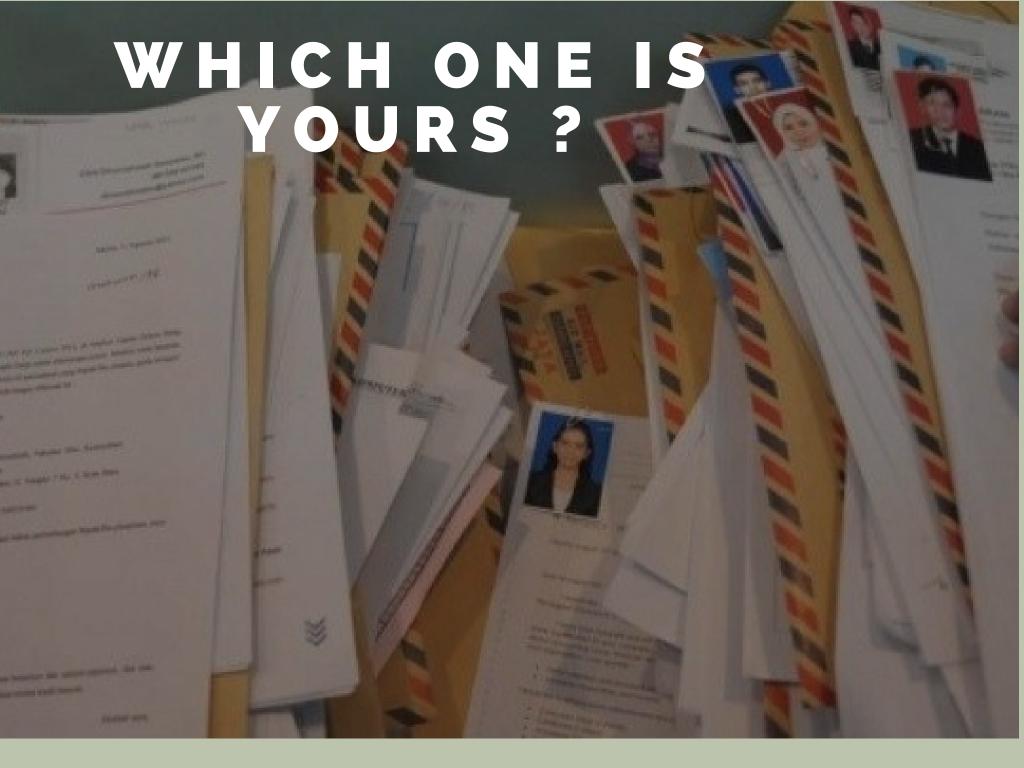
STAND OUT CV & COVER LETTER

10 November 2017



RESUME

Prepared by:
PEOPLE DEV ECC UGM



STAND OUT CV & COVER LETTER

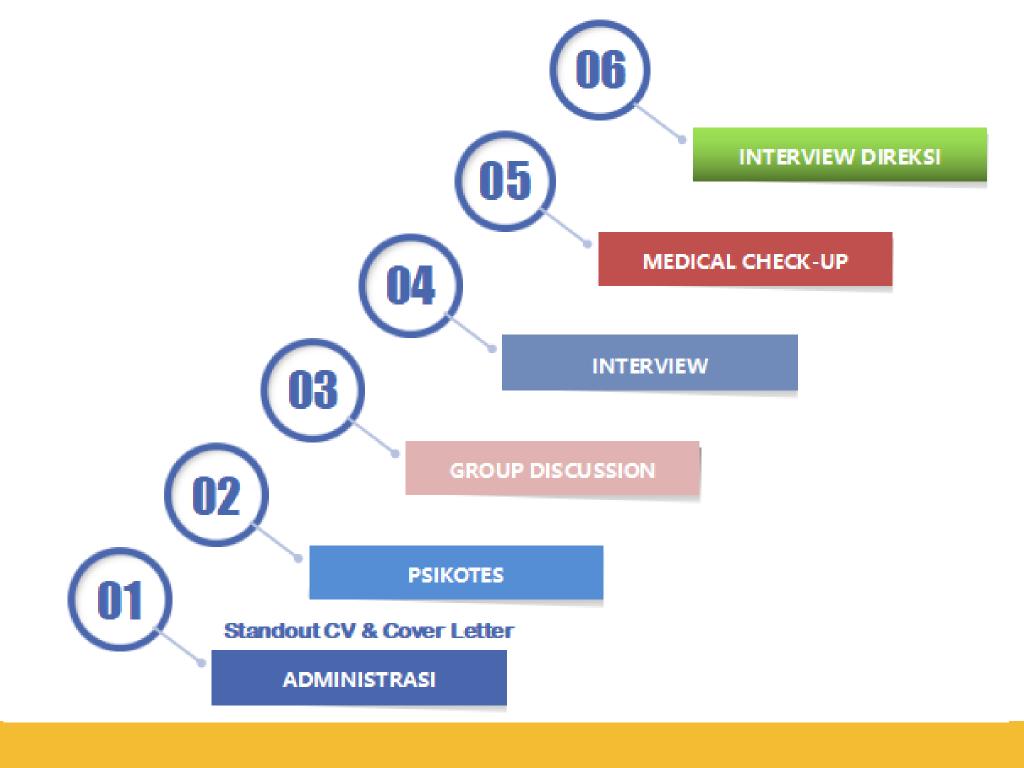


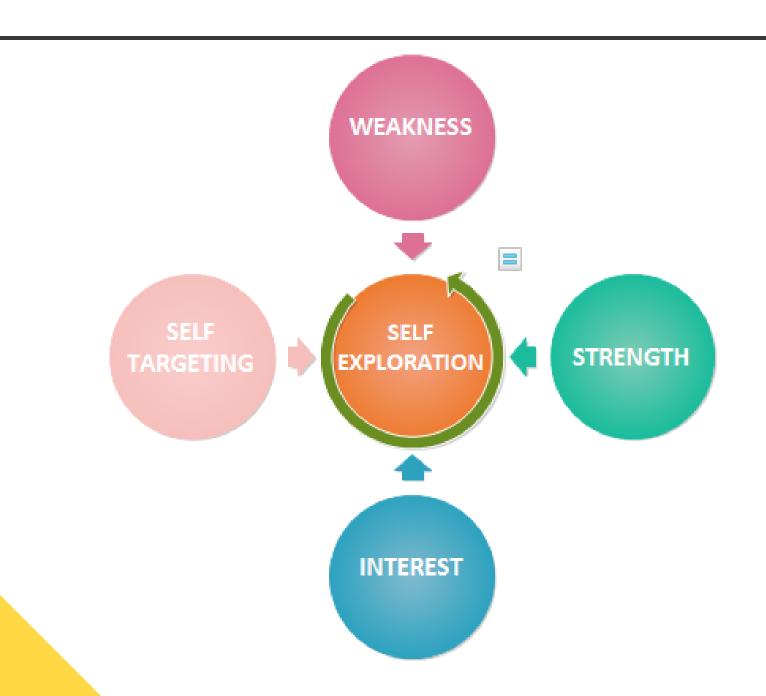
People Development ECC UGM

POP! Quiz

- ✓ What do you want to do after graduating from college?
- ✓ What kind of job is ideal for you?
- ✓ What abilities that you have to support your ideals?
- ✓ Do you know your strengths and weaknesses?







Researching yourself!

DIRECT CAPETY PATH

HOSPITALITY

FINANCE

Identify your Interests;

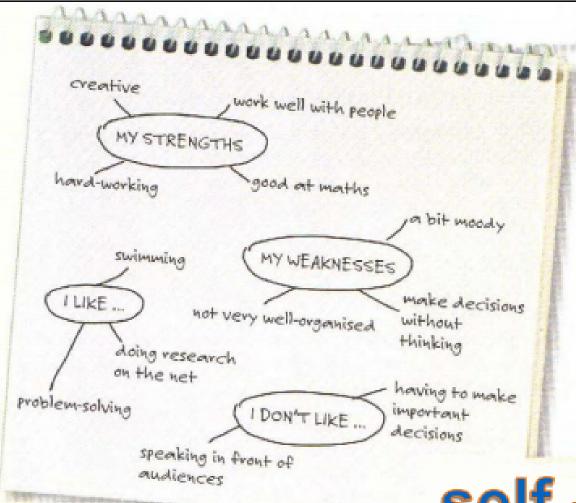
Identify the skills, qualifications, experience,

knowledge, and personal characteristics;

Self assessment of your strength and

weaknesses;

Make a list your related achievement and abilities.



assessment or
evaluation of oneself
or one's actions and
attitudes, in particular,
of one's performance
at a job or learning task
considered in relation
to an objective
standard.

<u>self - assessment</u>





Date & Place

Letter destination

3 paragraf

Signature

Contact

COVER LETTERS

Professionally written submission letters Dont repeat your resume

Keep it short

E-mail ≠ Cover letter

Send it in PDF

Caution! Date & Place To Whom It May Concern...

Name, without degree

Date, I	Place
---------	-------

To Person in Charge Recruitment ECC UGM

Dear Sir or Madam

Based on advertisement.....

I would like to join your company as.....

My name, ,,, graduated from,,, I am a systematic..

At this present.....

In the past few years..

Hopefully we could meet, I could be contacted at...

Sincerely yours,

Name & Signature



PARAGRAF PEMBUKA

Berisi Kalimat Pembuka yang menarik

PARAGRAF PENUTUP
Berisi kesiapan untuk
mengikuti proses seleksi

PARAGRAFISI

Berisi Gambaran diri yang sesuai dengan pekerjaan yang dilamar

ATTRACTIVE PAPERS



DO: PERHATIKAN PILIHAN KALIMAT

Surat Lamaran 1:

"Berdasarkan informasi lowongan pekerjaan pada ecc.ugm.ac.id saya bermaksud melamar pekerjaan sebagai Desainer Grafis pada perusahaan yang Bapak/Ibu pimpin."

Surat Lamaran 2:

"Melihat opening job application dari Grafis Komunika sebagai Desainer Grafis, saya sangat tertarik untuk melamar posisi tersebut."

DON'T: BAHASA TIDAK RESMI

Medan, 18 September 2014

Hal: Lamaran Kerja

Kepada Yth :

Bapak Mentri Hukum dan Ham R.I.

Di_ lakarta.

Dengan Hormat.-

Kutengok semalam di internet, ku baca dah buka pula lamaran dikantor Bapak, jadi ku tulislah surat ini, mana taunya bisa diterima aku, diterima sukor, gak diterima gak papalah. Seriusnya aku pak, gak nya aku maen maen, kalau gak percaya Bapak, tengoklah nanti disuruh apa aja pun aku mau.

Gini ajalah, biar yakin Bapak, ku tarok ajalah disurat ini ijazah aku, Skck ku, surat sehat badan aku, sama surat masih waras aku pak.

Udahlah ya pak, kepengen kali aku diterima pak, gak pande kali aku buat isi surat ini panjang panjang. Makasih ia pak.

Hormat saya

Anak Medan



4 Fatal Job Search Mistakes



IT'S ALL ABOUT QUALITY AND NOT QUANTITY

You waste time applying for jobs you are definitely not qualified for - stick to the right fit

You don't keep track of your applications and send duplicate applications - this makes you seem sloppy

You don't customize your resume for each job - generic job applications make you appear lazy

You don't follow up on your job applications - focus on maximizing each application

www.best-job-interview.com

Cover Letter Pon'ts

Cover letters can be the deciding factor between getting called for an interview or being passed up for another candidate who submitted something better. keep these do's and don'ts in mind when you're writing:

- ✓ Do! create a personalized cover letter for every company and position.
- ✓ Do! take the time to find out the hiring manager's name, and open the letter with a proper greeting.
- Do! identify the position you're applying for, including the job code or reference number (if there is one).
- ✓ Do! maintain a confident, enthusiastic tone.
- ✓ Do! proofread repeatedly (typos and grammatical mistakes are a huge turn-off)!
- ✓ Do! ask someone you trust to critique and proofread your cover letter.
- ✓ Do! end with a statement of intent (e.g., I would gladly to discuss the possibility of an interview).

Don't go beyond one page. In most cases, three or four paragraphs are enough to tell your story.

Don't try to be cute. Humor is subjective; it can make you seem unprofessional rather than personable.

Don't resort to clichés, exaggerations, or false flattery.

Don't simply repeat claims you made in your resume. Instead, highlight the most impressive accomplishments from your resume and describe the story behind them.

Don't forget to change the recipient's name and company name for each cover letter you write!

Don't be negative.

Don't talk about your weaknesses.

Don't badmouth previous employers.

Don't end passively. "I'll wait to hear from you" does not count as a statement of action.



CURRICULUM VITAE

1 or 2 page summary of your skills, experience, and education

A goal of CV writing is to be brief & 'dense', at best, the resume reader will spend a minute or so reviewing your qualification

ISICV

Personal data & contact information

Education and qualification

Work history and/or experience

Relevant skills to the job





Your latest photo

Data

Full name, place & date of birth (age)

CONTACT INFO

- -1 254-567-6991
- @ pohnoye@mail.com
- (a) 800 Franklin St. Melbourn
- @www.johndoe.com
- (i) facebook.com/lishedoe

Phone (home & cell), email, address

EDUCATON & QUALIFICATION

Start from high school or your latest education



The dates you went there

Mayor education

GPA

RELEVANT SKILL TO THE JOB



Skills that you experienced in

Programming or professional skills: Adobe, HTML/CSS, iWork, etc

Communication skills: speaking a foreign language, public speaking

www.shutterstock.com - 230912278

WORK EXPERIENCE



List the name of the company, the location, the years you worked there, and what you did

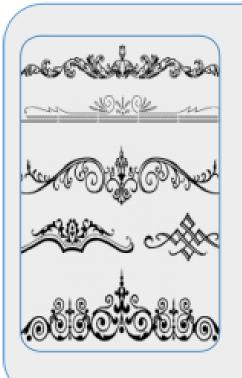
Start with your most recent job and work backwards

If you have long list of work experience, only put the experiences relevant to the job you are applying for.



Be clear and structure

- Choose an attractive layout by structuring your ideas
- For this purpose, use paragraphs and clear titles



Avoid embellishments

- A CV is a professional document
- Don't try to using an eccentric font or colours.



Remove all unnecessary information

- Avoid putting CV at the top of document, "name" in front of your name, dll
- If your CV is clear and well structured, there will be no room for uncertainty

Personalise your CV

It is in your best interest to adapt it according to the job you are targeting.

Some experience/training might be more relevant for one job than for another.

INCLUDING REFERENCES

References should be from someone who

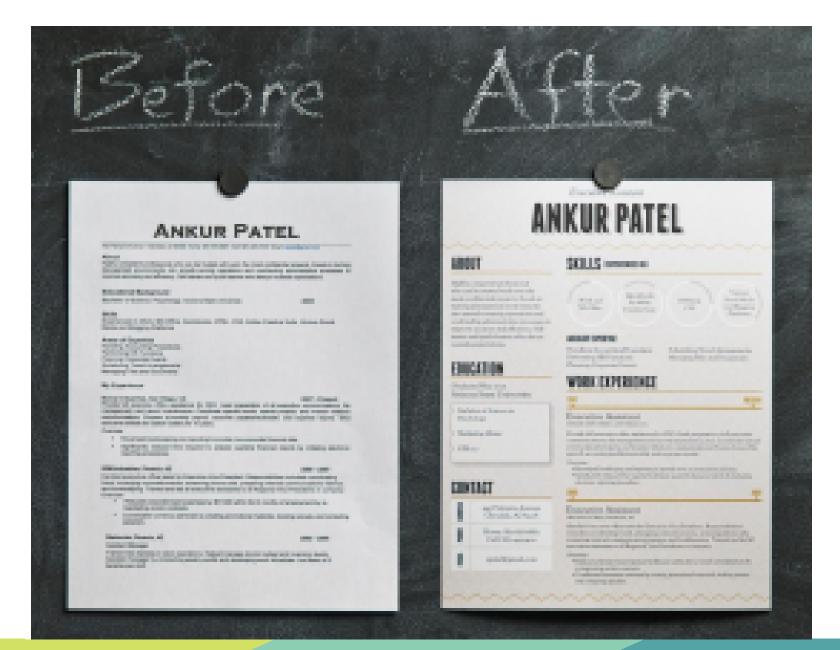
has employed you in the past and can vouch for your skills and experience

If you've never worked before you're ok to use a teacher or tutor as referee

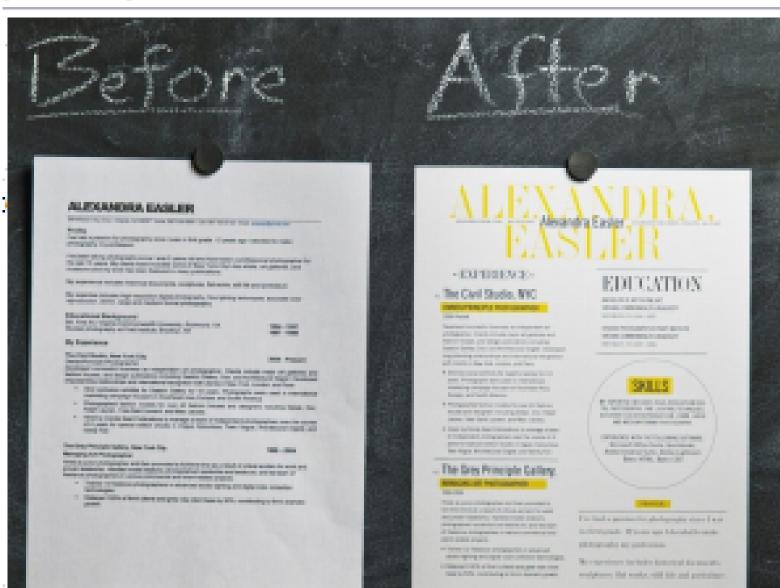
Keep Your CV Updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing

CONTOH



CONTOH



CONTOH

Mary Rath Greinfor

has the section from the first back manufacture beautiful.

Albertal Miles

Techniquity profesions or M. y sprint; of capable collectors programs including Author Photophys (Vol. Apple Mosment A. A. Department. Float MA. Editorger E., Mosmorth Most, age Materials Royal Most completed on the printed Brings prote such controlled A. Appl. Amed., paginguing, as confra Materialism. Most controlled frequently calls right bankton. consensing the confrastrons of their Arest and transporters.

Experience

Lead Graphic Berigner, Chill's Studies (2005). Proceed

Personal product had price and program to become throughout the "conse" has send throat in product the consecution of the consecution of the consecution of the consecution of the Earthur. The solid linear is the hope of the consecution to only the discourse of the consecution of the consecution

Freelanc Belgrer, Self Employed (2001). 2005.

Section 2 to the control of the cont

Conglision Designer, Standard In (2001 - 2004)

Organizate entiting to high extension resistance robbs managing with common parties public.

Edwarding.

Antinoinas o'Cultivria, Santinaciore, Estitonia (1901 - 2001) America o'Cultivria Representação (1905)

City Coffegy of New Francisco, Ran Francisco, Cultifornia (2006 - 2001) Author New France in 908 and Copts França

Shills & Areas of Expertise

Arthrigo Padaging Holge Mantelon Engo and Break Berligo Place Manualing Making Arthrophil Terremonia

BEFORE



MARY ERENDER

Level Graphic Designer

proceedings the season contribution are not

and special contraction and special contractions

THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED AND ADDRESS

SKOLLS FAMILIANS EXPERTISE

Signific Design

With Design

South Statement

Signification

Sign

William Co.

Land Graphic Benigner, Chilli Sharkes (mid + Proses). Serged 4 area, of selecting natural for homeocorne for the land, schools, for which of the particular response over the particular pa

Frestings Designer, Self-Employed your corn-

Milaterial who shops o'th be too as depressable with says or production related to place with right processing and off the same.

Coaphing Designer, Studie 90 page 1 page

Controlled collection and prescription for one increase and other things.

Also control and a price designation or operation control entered and in control entered and increase of the controlled and increase of the controlled and increase of the control entered and increase of the controlled and increase of t

CONTRACTOR

University of California (INC)

See Francisco State University cons-

San Francisco High School of Writzens

AFTER

REMEMBER

Know your self Know your audience

Make it relevant Have a good visual style

Remember! Your CV must be

