



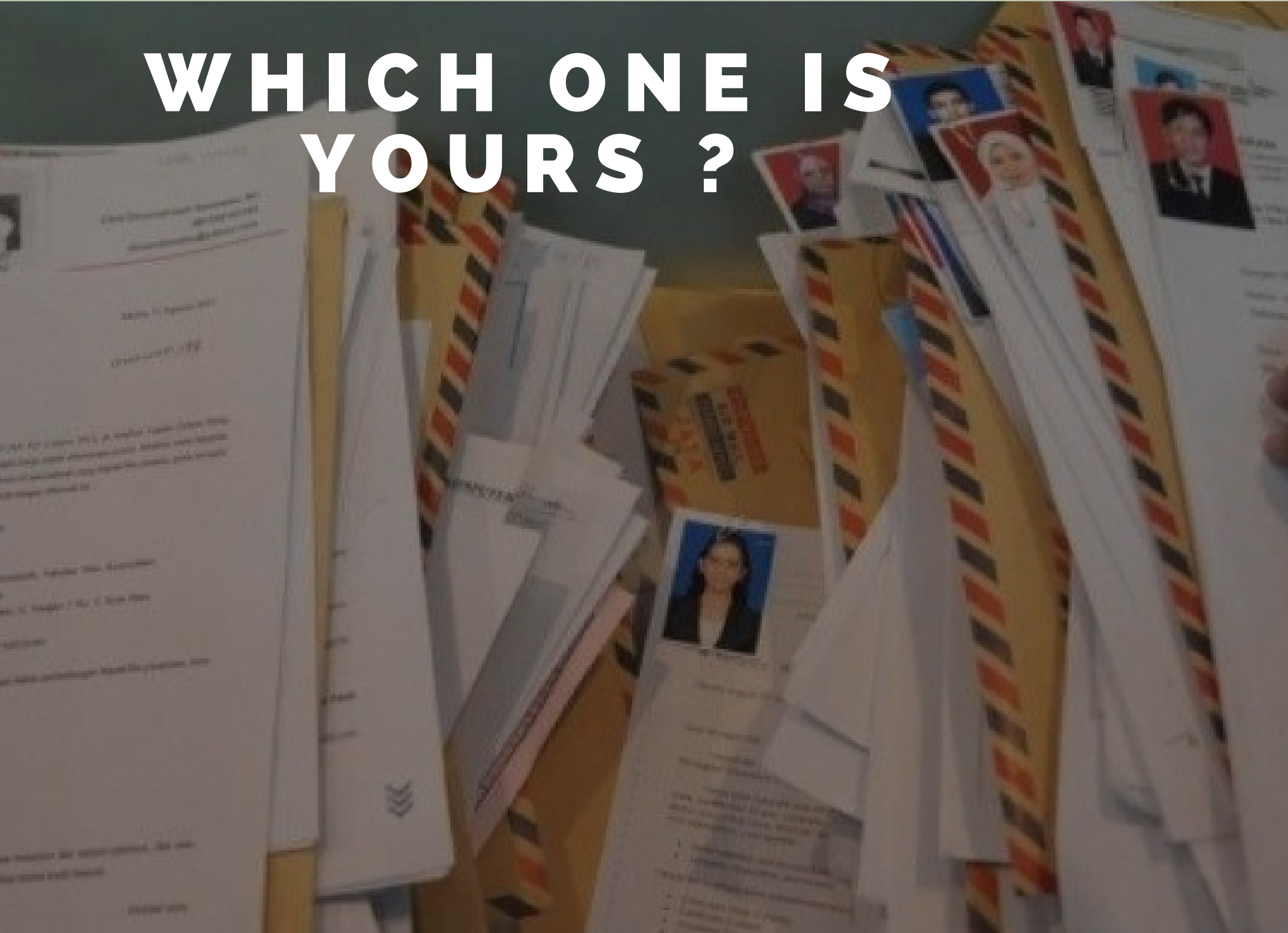
STAND OUT CV & COVER LETTER

10 November 2017



Prepared by:
PEOPLE DEV ECC UGM

WHICH ONE IS YOURS ?



STAND OUT CV & COVER LETTER

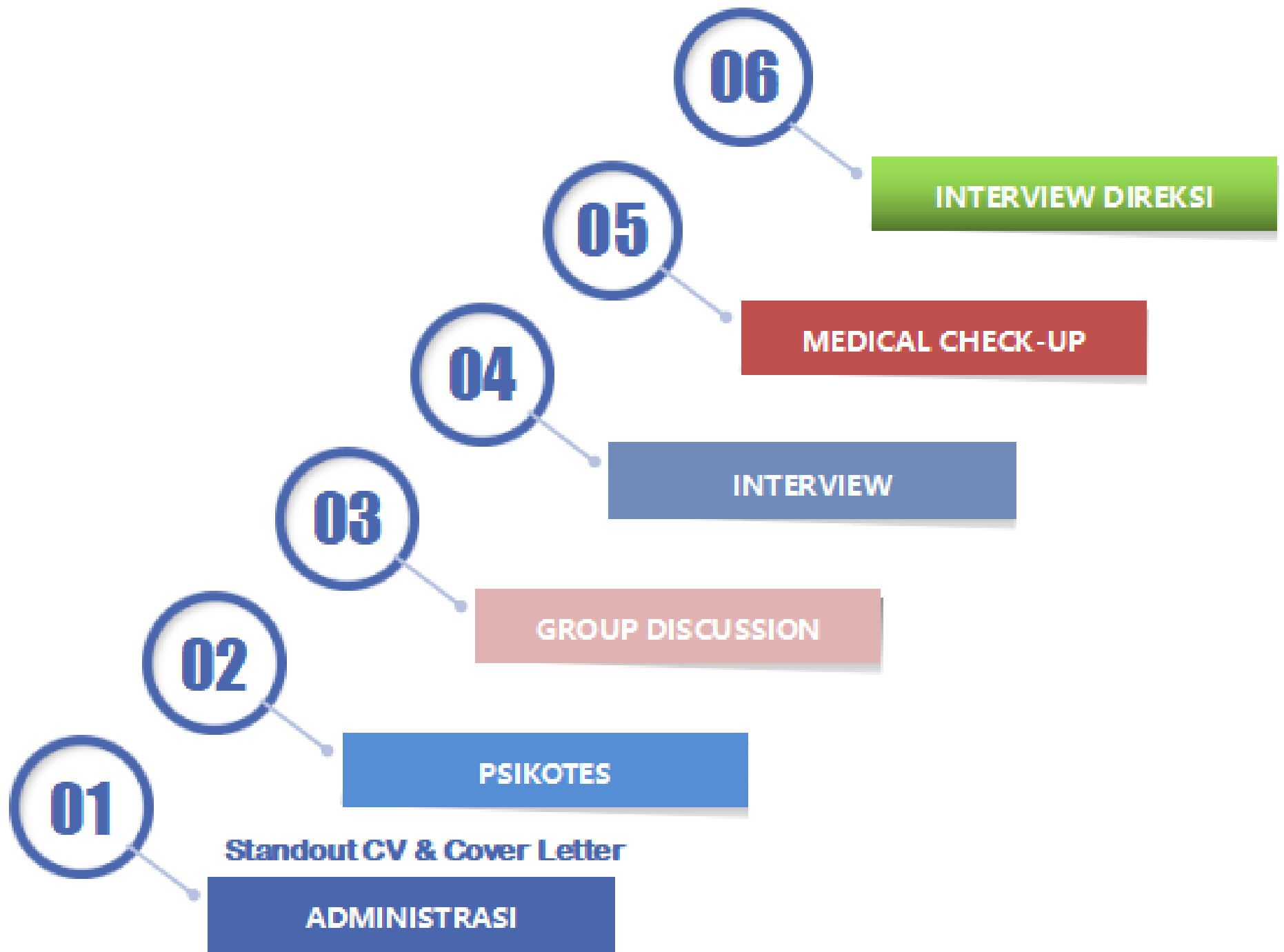


People Development ECC UGM

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 !



- ☐ 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.

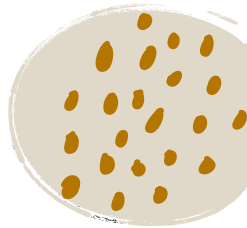
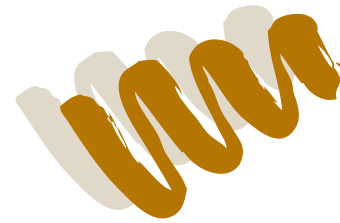
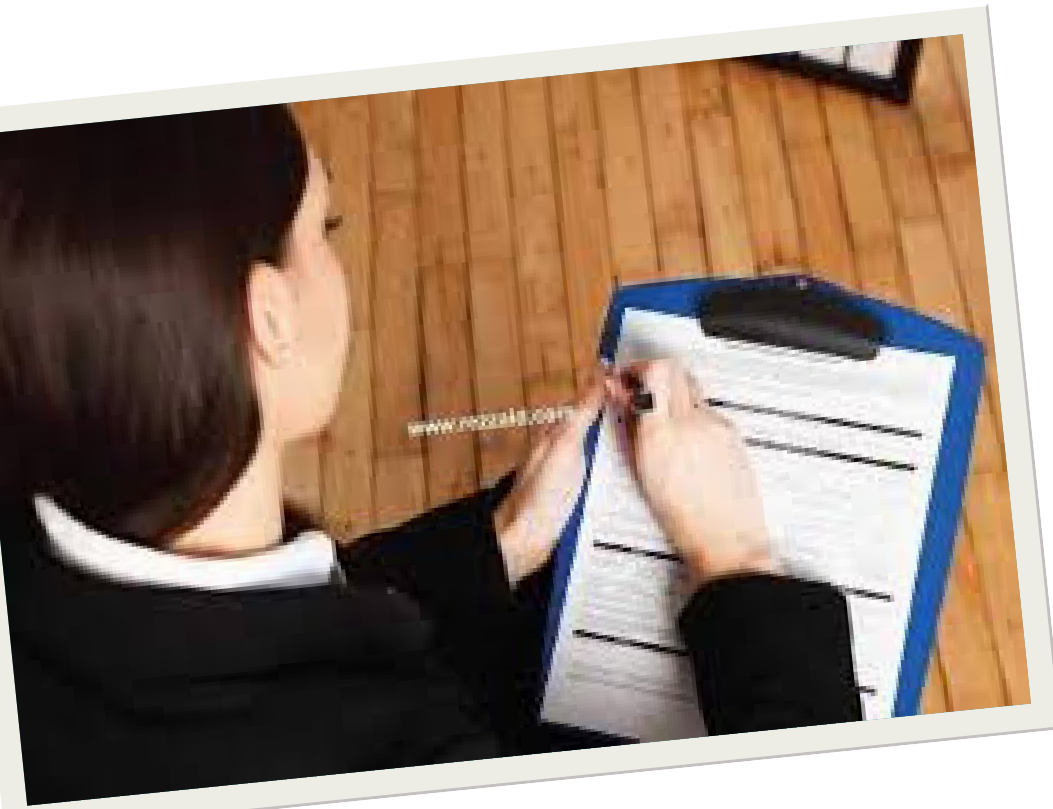


assessment or evaluation of oneself or one's actions and attitudes, in particular, of one's performance at a job or learning task considered in relation to an objective standard.

self - assessment



COVER LETTER





COVER LETTERS

Professionally written
submission letters

Date & Place

Letter destination

3 paragraph

Signature

Contact

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, 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



01

PARAGRAF PEMBUKA

Berisi Kalimat Pembuka yang menarik

02

PARAGRAF ISI

Berisi Gambaran diri yang sesuai dengan pekerjaan yang dilamar

03

PARAGRAF PENUTUP

Berisi kesiapan untuk mengikuti proses seleksi



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 _
Jakarta.

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.

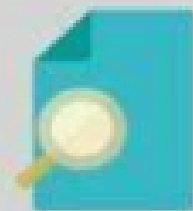
Udahlah ya pak, kepengen kali aku diterima pak, gak pande kali aku buat isi surat ini panjang panjang. Makasih la pak.

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



Cover Letter

DO'S & DON'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).



DO'S & DON'TS

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.



RESUME

CURRICULUM

CV

VITAE

CURRICULUM VITAE

01

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

02

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



ISI CV

Personal data
& contact
information

Education and
qualification

Work history
and/or
experience

Relevant
skills to the
job ✦



PERSONAL DATA & CONTACT INFORMATION



Your latest photo

Data

Full name, place & date of birth (age)



Phone (home & cell), email, address



EDUCATION & QUALIFICATION

Start from high school or your latest education

The dates you went there

Major education

GPA





RELEVANT SKILL TO THE JOB



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Skills that you experienced in

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

Communication skills: speaking a
foreign language, public speaking



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

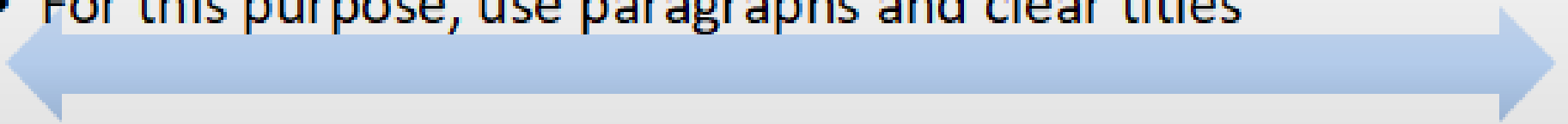
If you have long list of work experience, only put the experiences relevant to the job you are applying for.

TIPS TO MAKE YOUR CV STAND OUT FROM THE CROWD

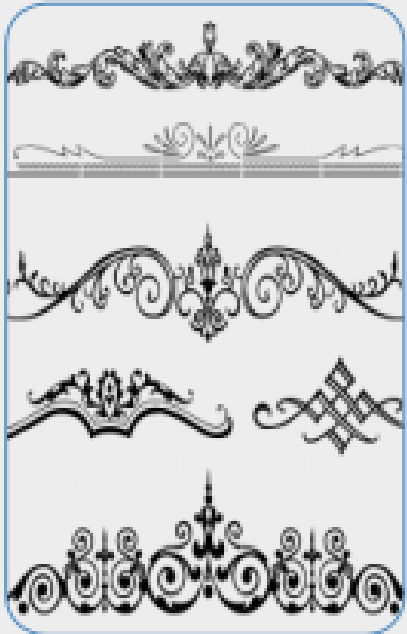


Be clear and structure

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



TIPS TO MAKE YOUR CV STAND OUT FROM THE CROWD



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**

TIPS TO MAKE YOUR CV STAND OUT FROM THE CROWD

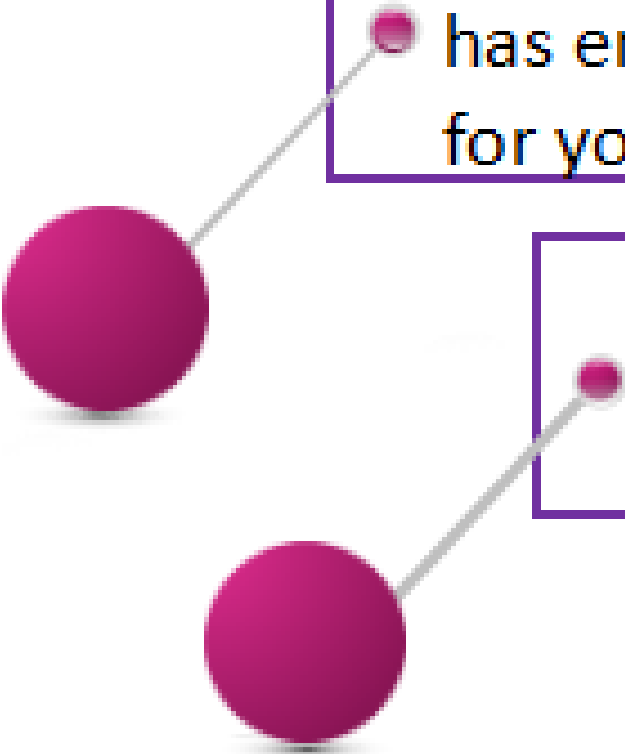
Personalise your CV

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.

TIPS TO MAKE YOUR CV STAND OUT FROM THE CROWD

INCLUDING REFERENCES

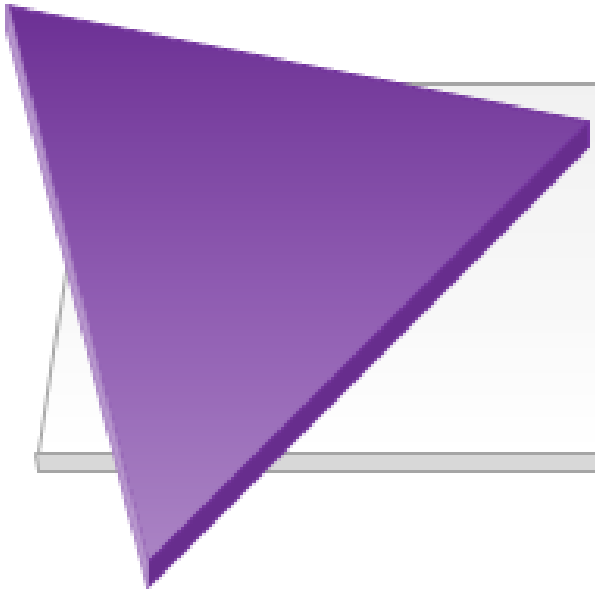


References should be from someone who has employed you in the past and can vouch for your skills and experience

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

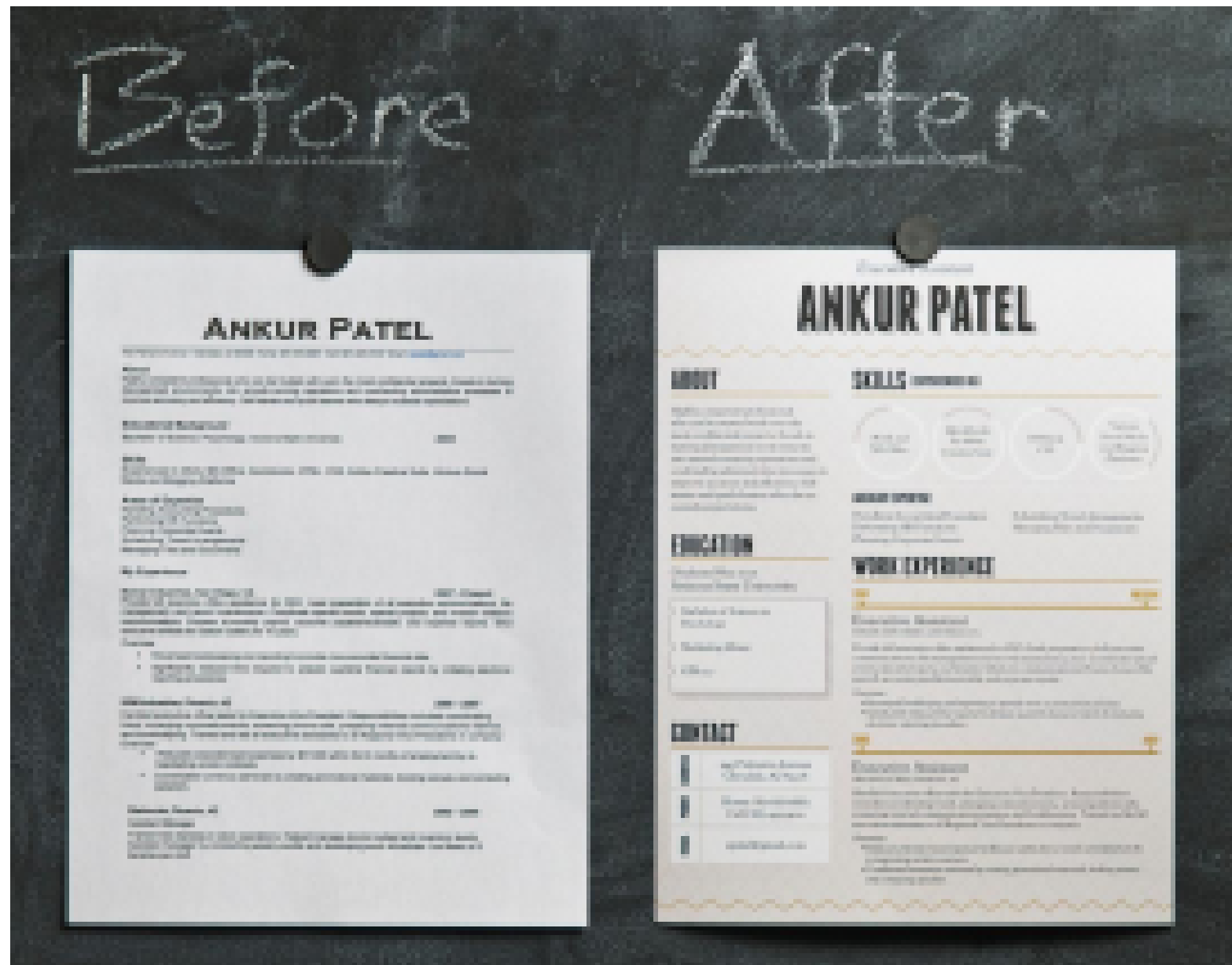
TIPS TO MAKE YOUR CV STAND OUT FROM THE CROWD

Keep Your CV Updated

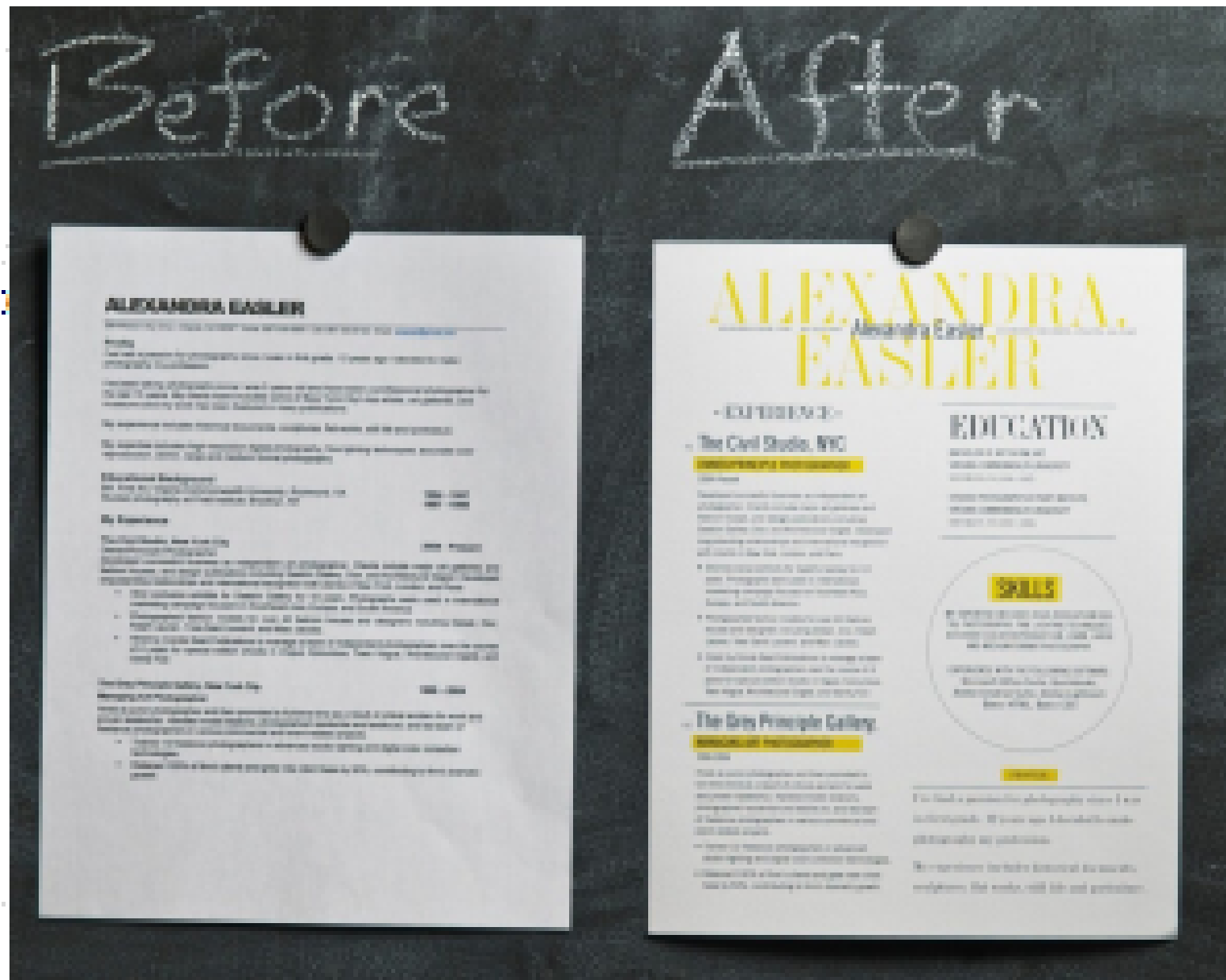


It's crucial to review your CV on a regular basis and add any new skills or experience that's missing

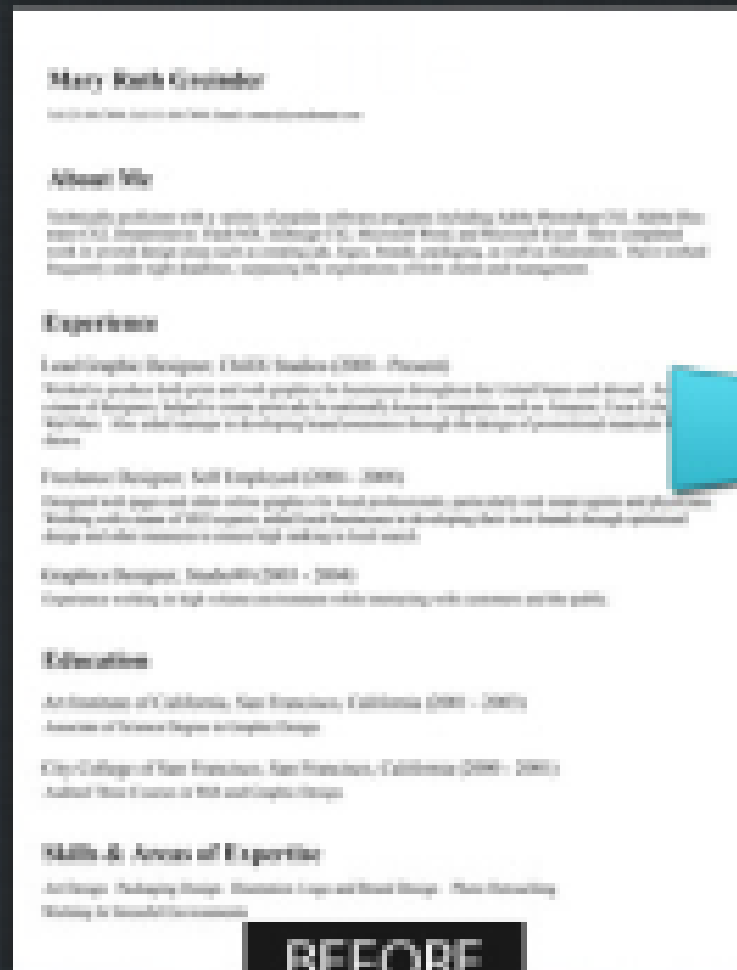
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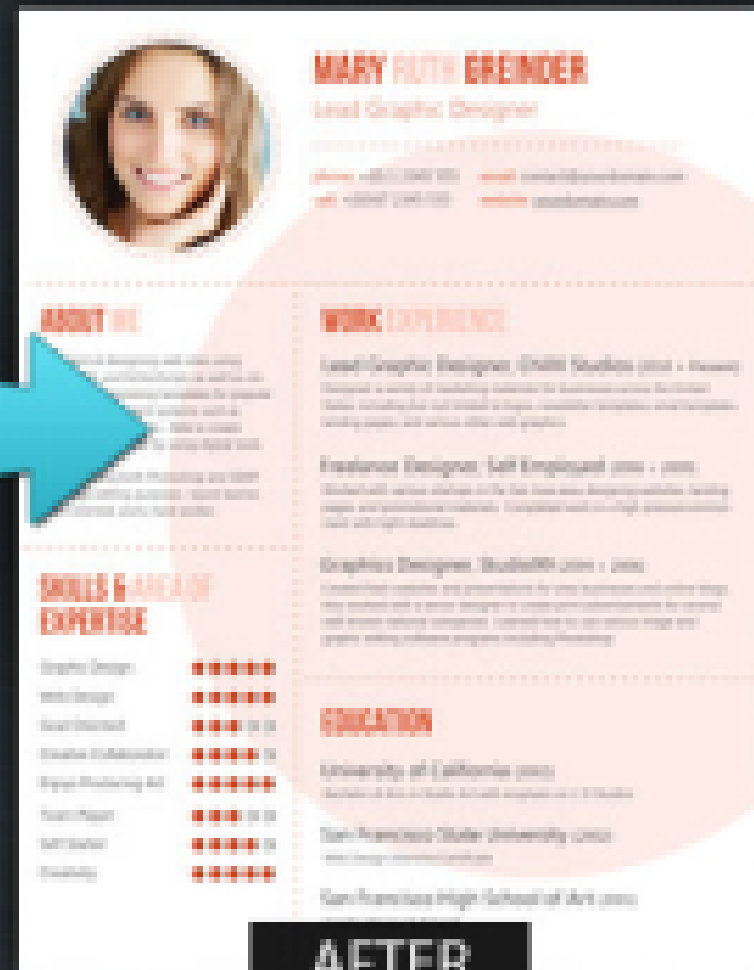
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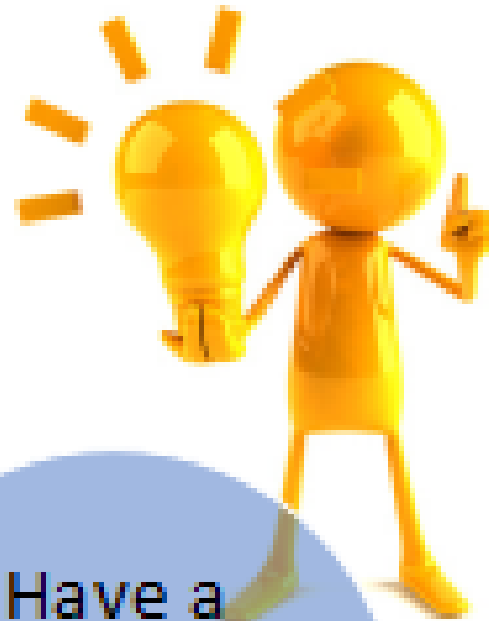


BEFORE



AFTER

REMEMBER



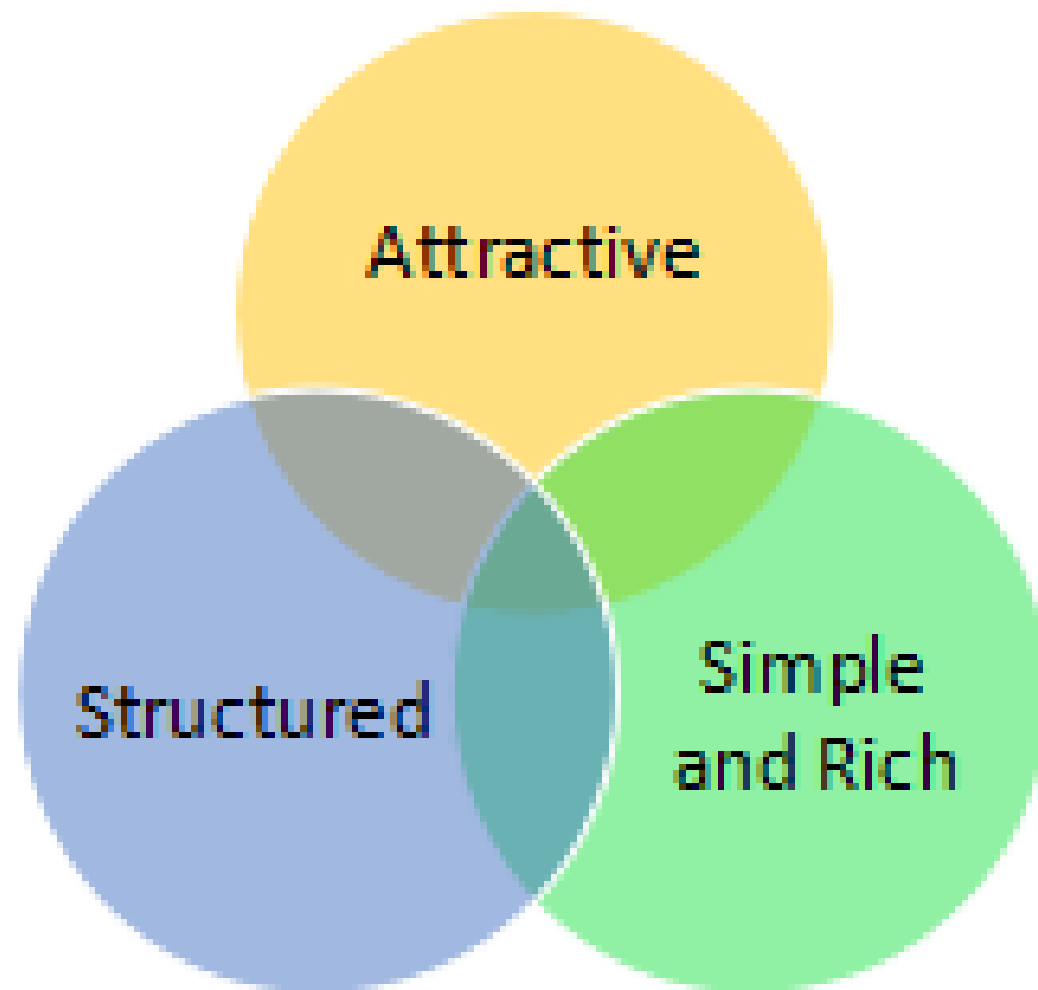
Know
your self

Know
your
audience

Make it
relevant

Have a
good
visual
style

Remember!
Your CV must be



An aerial photograph of a vibrant European city square, likely in Prague. The square is paved with cobblestones and filled with people walking. In the center, there is a circular fountain with a statue. Surrounding the square are multi-story buildings with colorful facades in shades of orange, yellow, and red. The image is partially obscured by a white, torn-edge paper overlay on the left side.

THANK YOU!

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