**Course overview and aims**

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| **Seminar/session** | **Content** |
| 1 General principles of CV and cover letter writing (09/11/17: 13:00–14:30 – 90 min)  2 CV writing (09/11/14: 15:00–16:30 – 90 min) | Understanding the purpose of CV and cover letters;  The principles of good CV/cover letter writing;  Academic and professional applications;  Understanding your unique offer.  What to include and what to leave out;  Understanding how CV English differs from academic English;  Opening and closing sections;  Choosing the right format. |
| 3 Cover letter writing (10/11/17: 13:00–14:30 – 90 min)  4 Summary and discussion (10/11/2017: 15:00–16:30 – 90 min | Understanding: the purpose of cover letters; key ‘dos’ and ‘don’ts’;  how to structure a cover letter.  CVs and cover letters and your online presence: Linkedin; social media;  Applicant tracking systems (ATS) and your CV  Some cultural aspects of English-language organizations – discussion |
| 5 Follow-up submissions of CVs and cover letters | Participants to submit (via email) a CV and cover letter by 17/11/2017. Feedback to be returned to the students via email by 01/11/2017. |