



HRINC Vision:

To be the most valued knowledge and most respected professional services provider that all business knows, will add positive and lasting value.



CV and Cover Letter Writing

HRINC RECRUITMENT TEAM

GLOBAL ALUMNI CONFERENCE 2017

Welcome

1. HRINC CONSULTING
2. HRINC OUTSOURCING
3. HRINC RECRUITMENT
4. HRINC EXECUTIVE SEARCH
5. HRINC TAC
6. BDLINK

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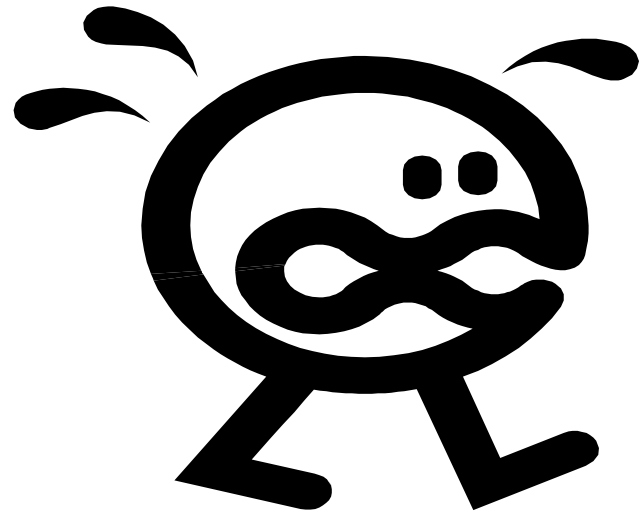
Your Career, Your Life

1. IT'S A CONTINUOUS PROCESS
THAT YOU GO THROUGH
2. KNOW WHAT EMPLOYERS ARE
SAYING

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How do you feel about applying for a job?



It's good to feel nervous and excited. So be prepared for your professional journey which **is continuous!**



The process of doing your CV and updating your professional profile, is continuous!

Who are you really? What are your strengths? Why is this so important to employers?

What the CV says is not true!!

It's an incredible amount of work to screen CVs

CVs are all the same

They didn't even know what they wrote in their CV!

Someone else wrote the CV for sure!

So many certificates, and really no skills.

Everyone seems to want to be a manager?

The employers and HR experience



HELP! We're not going to reach our hiring targets



I get over 200 applications for every entry level job.



No one stands out!
Everyone is the same!



10 top values employers look for



**Now you know what employers say?
Use the information to prepare yourself well....
Here are questions you should answer truthfully about you!**

Who am I? What's my personality? What's makes me, ME?

What do I want from life? Where do I want to go? How am I going to get there?

What are my real strengths? What sets me apart from my peers? Why am I special?

What are my weaknesses and how am I working on them or what do I need from this job to overcome them?

Know yourself check-list (1 of 2)

Download the presentation @ www.hrinc.asia

Be focused and list what you are best at:	Write down who you are and always re-look at areas you need to improve on
Talents / accomplishments	
Experience including education, training and job experience	
Professional skills acquired	
Competencies	
Leadership and team engagement while studying	
Hobbies and sports or charitable activities which enhance your background's value	
Member of an association or particular club	

Know yourself check-list (2 of 2)

Download the presentation @ www.hrinc.asia

The SWOT	Do your own self evaluation! Do it before you apply to any job to refresh who you are today!
Strengths	<ul style="list-style-type: none">• What am I good at? What examples can I give?• What sets me apart from others? What examples can I give?• Why am I unique? What examples can I give?• Why do others (friends, managers, colleagues, family) think are my strengths?
Weaknesses	<ul style="list-style-type: none">• What am I not good at and how am I overcoming the weakness?• What are real life examples that I can share?
Opportunities	<ul style="list-style-type: none">• Really think about your strengths and weakness and identify what opportunities these lead too? IT could be a new career choice...
Threats	<ul style="list-style-type: none">• Threats are mostly things you feel are weaknesses and if left unaddressed, will stop you from achieving your career goals?



Your Online Profiles: Social and Professional

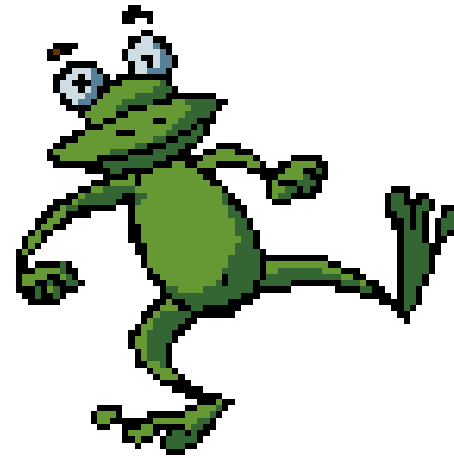
Professional Networking sites: LinkedIn

- *Keep them up to date – easy way to keep track of your CV*
- *Don't abuse the websites*

Social Networking sites: Facebook, Twitter

- *Are reviewed by employers to see who you are*
- *Manage privacy carefully*
- *Be careful of what you write – it reflects on you as an individual and as a professional*

Any questions so far?



The Curriculum Vitae

1. A REALLY IMPORTANT PIECE OF PAPER

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CV writing is hard work! Make time to always keep your CV updated and refine how you present yourself.

Your CV represents YOU and is your first introduction to the employer! Your CV speaks for YOU!

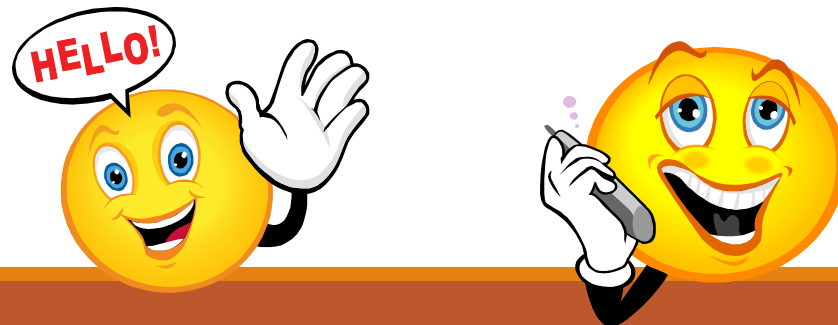
- *The purpose of a CV is to get the attention of the employer, promote your strengths and get a call for an interview.*
- *The person looking for new staff only sees your CV and cover letter! Make it different, make an impact!*

Your CV is your tool to sell your skills, abilities and personality! It talks to an employer before you do!

- *Get linked on linkedin.com to keep your CV up to date*

Make your CV TALK on behalf of YOU!

Get help, but know what your CV says!!!





Top Tips for any CV you write

Don't falsify information

Tailor your CV to the job you are applying for

- *Each job requires different skills, strengths and experience and you need to draw out the particular skills, strengths and experience for the job you are applying for!*

An internship is a job! Each employer is different.

- *Make your CV message suitable for the employer, industry and the position or opportunity.*
- *Don't be too creative unless a creative position. It is what you write and how you structure your CV that is important.*

Ensure there are no spelling mistakes

Short but informative

- *A recruiter in a company makes a decision on a graduate CV in 5 seconds.*

Submit 1 file, not 100 files! Submit a CV less than 800kb

- *All your documents should be in one file. Recruiters don't have time to open 2 attachments. They will only open the CV attachment.*
- *Often large attachments do not get through to employers. They are automatically deleted.*
- *Don't send certificates on email if it's not part of the application process*

1 – 3 pages is enough

- *don't try and make a long CV.*

What information goes into your CV and in what order?

Graduate

- Personal Information
- A personal statement that summarizes you
- Academic history
- Other training
- Language and computer skills
- Work experience
- Publications
- References

Experienced people

- Personal Information
- A personal statement that summarizes you
- ***Work experience***
- Academic history
- Other training
- Language and computer skills
- Publications
- References

What information goes into your CV

Personal Information

What specific Information

- First name and last name
- What we call you in brackets e.g. Alessandra D'Amico (Sandra)
- Address
- Telephone
- Email
- Skype
- LinkedIn Link (professional networks)
- ...
- ...

Do's

- Use **your** personal contact information
- Check that you spelled details correctly
- ...
- ...
- ...

Don'ts / Optional based on job requirement

- Don't use a friends contact details
- Religion
- Ethnicity
- Height / weight
- Marital status
- Age
- Number of children
- Family details
- Marital status
- Political membership
- Disability (unless advantageous)
- Photo
- Health status
- Avoid social networks linkages

*Note: Facebook can be dangerous if you have unsavory activities
Employers look at Facebook to screen people. Be careful of the messages you write publically
Ensure professional networking sites are up to date! Employers look at who you know! Don't just click YES!*

What information goes into your CV Personal Statement

What specific Information

- No longer than 8 lines
- Up to 5 lines best
- Must grab the attention of the employer
- Sell your skills and strengths in relation to the company, industry, internship
- Always sell your “soft skills too!”
- Be truthful
- ...
- ...
- ...

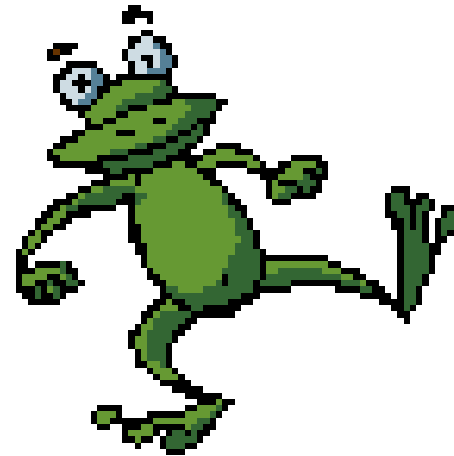
Do's

- Know what you write
- Have examples to substantiate in the interviews
- Be truthful – only you should write your statement
- Use short sentences – one idea, one sentence
- Write it in Khmer if you feel you want to ensure it comes across correctly
- ...
- ...
- ...

Don'ts

- Write pages and pages
- Write 1 sentence that is 8 lines long
- Get someone else to express who you are
- Use words you have no idea what they mean
- ...
- ...
- ...
- ...

Any questions so far?



What information goes into your CV

Academic History

What Specific Information

- Dates (To – From)
- Degree & Major
- University
- Country
- Particular achievements (scholarships, academic superiority...)
- ...
- ...
- ...

Do's

- Highlight academic achievements
- Put latest education first
- If you need to stress subjects related to a job, be specific
- ...
- ...
- ...

Don'ts

- List all the subjects you studied at university
- Put in high school and primary school education
- ...
- ...
- ...

What information goes into your CV

Other training

What specific Information

- Dates
- Training Course
- Name of institution
- Country
- Particular achievements

Do's

- Highlight achievements
- Put last training first
- ...
- ...
- ...
- ...

Don'ts

- List all the subjects you studied
- ...
- ...
- ...
- ...
- ...
- ...

What information goes into your CV

Work Experience / Experience related to work

What specific Information

- Name of Company
- From – to
- Position
- Description of what you did – 3 lines or bullet points on particular tasks
- Specific achievement or learning
- ...
- ...
- ...

Do's

- Have examples to share in your interview
- Know the dates of when you worked
- Put latest experience first
- Be specific on your roles and responsibilities
- Stress any successes or achievements
- Express what you learned in a particular experience of job
- ...
- ...

Don'ts

- Make your experience bigger than it is on paper
- Don't say you did something when you didn't
- ...
- ...
- ...

What information goes into your CV

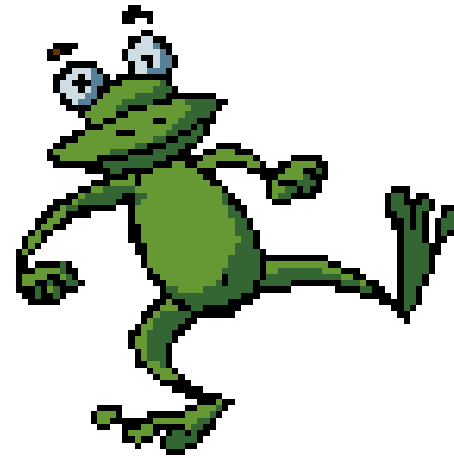
Work Experience or Experience Related to Work

Work experience in a graduate CVs goes after education because normally you don't have significant experience or a position which will grab the attention of the employer

The reality is, everyone has some sort of work experience that they can draw from:

- *Helping with their family business*
- *Doing volunteer work and teaching*
- *Managed a research project at university*

Any questions so far?



What information goes into your CV

Extra curricula activities: Leadership and Association / club membership

What specific Information

- Leadership Roles
- Activities you do in your past time
- Part of a sports team or club
- Team leader of a particular study group
- ...
- ...
- ...

Do's

- Make sure what you say is true
- Think about and be able to express what you learned from or in each activity
- ...
- ...
- ...

Don'ts

- Say you read books or newspapers when the last time you did that was one year ago!
- Put forward false information
- ...
- ...
- ...

What information goes into your CV

Languages and computer skills

What specific Information

- List the languages
- List the computer skills
- List the competency level of each
- Languages: Speak, Read, Write (Native or Fluent, Advanced, intermediate, basic)
- Computer: Advanced, intermediate, basic
- ...
- ...

Do's

- Be honest
- Make sure computer skills are specific for the job
- ...
- ...
- ...
- ...

Don'ts

- Write down all the languages you can say hello in!
- Don't say you are advanced in competency when you are not
- ...
- ...
- ...
- ...

Note: *Advanced* means highly proficient

Intermediate; means you can use most functions and apply them to different situations

Basic means; you will be able to function in a normal situation and do routine things

What information goes into your CV Publications

What specific Information

- The name of the paper
- The date of publication
- Where it is published
- Other authors involved
- Supervisor / mentor
- Brief description of the paper
- Link if possible
- ...
- ...
- ...

Do's

- Include all authors
- Be able to articulate each paper you wrote (summary findings, technical details, data sources, technical analysis)
- Explain the process and challenges in writing
- Bring copies to the interview to add to your application as a gesture
- ...
- ...
- ...

Don'ts

- Make it something it is not
- ...
- ...
- ...
- ...

What information goes into your CV

References

What specific Information

- Full Name (Prof., Dr., Mr., Ms., etc.)
- Relationship to the referee
- Position of the referee
- Contact details (telephone, email)
- ...
- ...
- ...

Do's

- Ask permission from the referee
- Ask someone who knows you professionally and personally
- Ask someone **who has the time** to do a reference for you
- ...
- ...
- ...

Don'ts

- Use family members as referee's
- Add a reference if you didn't ask them
- Use prominent people to show off, but they don't really know you
- Use people who will not be available to be a reference or have the time
- ...
- ...
- ...

General CV Advice

Make it visual

Use one type of font and maximum, 3 font sizes

- *Biggest font size e.g. (14): Your Name, biggest font size*
- *Second font size e.g. (12) Headings: e.g. Statement, Education, Training second biggest font size*
- *Writing font size e.g. (10 – 11 – 12): single or double line spacing depending on the overall look and feel. The CV needs to “fit” on the page and look good.*

Use bold, italics, underline to highlight important things

Don't use many colors

- *If you are using colors be consistent in the usage*
- *Headings in a color, or emphasizing in a color*
- *Use colors people can read, **not yellow** (yellow doesn't print), **not bright red (you cannot read)***

Don't use a lot of different formatting for each section – choose a CV style you like and be consistent

The Cover Letter

AN INTRODUCTION OF YOU!

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The cover letter

What goes inside?

Address & Salutation

- Company Address
- Salutation
- Subject Line

The body of the letter

- Para 1: 4 - 5 lines why you are interested in the position
- Para 2 - 3: 8 – 10 lines on why the company should meet you (your strengths)
- Para 3-4: Availability, closing and contact

End of Letter

- Sign off: Name, email, telephone
- Sandra D'Amico
- Sandra.damico@hrinc.com.kh
- (m) 012 766748
- *Note: Please call after 5pm, I am in class during the day or send me a text message and I will call you back when I have a break.*

The end

THANK YOU FOR JOINING US
TODAY.

TOMORROW WE WILL PRESENT
ABOUT INTERVIEWS!

JOIN US AT THE SAME TIME

Do you want a presentation at your school?

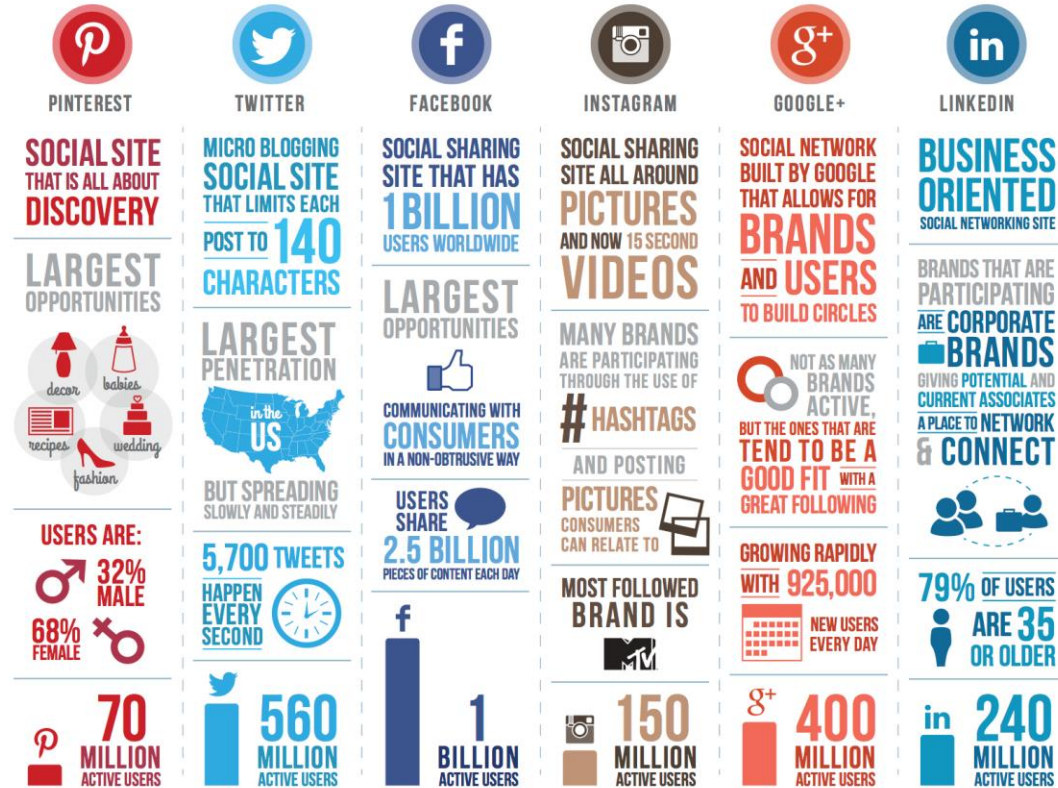
- recruitment@hrinc.com.kh
- hrinc@hrinc.com.kh

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Don't forget: tomorrow we present about Interviews – same place, same venue!

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