

## Scrivere il curriculum vitae (*Writing a Curriculum Vitae - CV*)

When you are looking for a job, you should offer yourself to an employer in the best way. This can be done by writing a CV, that is a sort of “advert” to introduce yourself.

You should send a CV to a particular company when they ask for one in a job advertisement, or when you are enquiring if any jobs are available. Keep in mind that the purpose of your CV is to make you worth considering and so receive a job interview.

For this reason a CV should be well laid out. Use a word processor or, at least a typewriter. Do not use many different font types and sizes and check that the spelling is correct.

Before writing consider how your skills, education, and experience compare with the skills that the job requires. If you do not have enough information about the job description, ask for more details. Finally, be honest in the information you give.

In case that all you need to say doesn't fit onto one sheet of A4, do not go longer than two sheets and remember to put page numbers at the bottom of the pages.

A CV includes:

- **personal details** (name, home address, phone number, e-mail address, date of birth, marital status);
- **education** (starting with the most recent education, it should include any special project, thesis, or dissertation work too);
- **work experience** (starting with the most recent experience, it gives the name of your employer, your job title, and what you actually did and achieved in that job);
- **interests** (it includes activities where you have had leadership or responsibility, or which have involved you in relating to others in a team, for instance volunteer work);
- **skills** (ability in foreign languages, computing experience, and possession of a driving licence);
- **references** (it should include one name from your place of study, and one from any work situation you have had. Always make sure that referees are willing to give you a reference).

### Covering Letter

When sending a CV or job application, you must include a covering letter. The purpose of this letter is to make sure that the CV arrives on the desk of the right person and to persuade him/her to read your CV. That is why the letter must be relevant to the company, interesting, and well written.

In the covering letter you should explain why you want that particular job with that particular employer. Draw attention to one or two key points in your CV. Remember to mention when you are available for an interview.

### Writing

*Here is the European CV format. Write your own Curriculum Vitae.*

[Clicca qui per scaricare il CV in formato .doc](#)