

Guide: How to write a CV and a good cover letter



Accessing the labor market can be a challenge, especially for individuals from vulnerable groups. A well-structured Curriculum Vitae (CV) and a compelling cover letter are essential tools in the job application process. This detailed guide will walk you through each step of writing these documents, tailored to your needs and personal context.

Preparation before writing

Before you begin drafting your CV and cover letter, it's important to:

- **Clarify your career objective:** Clearly define the type of job or field you want to work in. This will help you focus on relevant skills and experience.
- **Research the job market:** Learn about companies in your field of interest, the specific requirements for available roles, and the organizational values. This knowledge will help you tailor each application.
 - **Resources:** the official company website, official social media pages (Facebook, LinkedIn, Twitter, Instagram, Glassdoor).
- **Choose an appropriate format:** Select a clean, easy-to-read layout. Avoid cluttered designs or hard-to-read fonts.

Writing an effective CV

CV structure:

1. Personal information:

- Full name
- Phone number
- Professional email address (avoid informal ones; create a new one if necessary)
- Address (optional – you can include city and county)

2. Professional profile (Summary):

A short paragraph (3–4 sentences) summarizing who you are professionally, your key skills, and your career goals.

Example:

“Administrative assistant with over 3 years of experience in document management and operational support. Strong organizational and communication skills, detail-oriented and efficient.”

3. Professional experience:

List your jobs in reverse chronological order (most recent first). For each job, include:

- Job title
- Company name
- Employment period (month/year – month/year)
- Responsibilities and achievements: Describe 3–5 key tasks or results, using action verbs and, if possible, quantify the impact.

4. Education:

List your most relevant studies, starting with the most recent:

- Institution name
- Degree obtained
- Study period

Also include relevant courses, workshops, or certifications.

5. Skills:

- **Hard skills:** e.g., advanced MS Office, specific software knowledge, language skills (mention level according to CEFR: A1–C2)
- **Soft skills:** e.g., effective communication, teamwork, time management

6. Optional sections:

- **Volunteering:** Volunteering experience can show commitment and transferable skills.
- **Certifications and awards:** Any official recognition of your skills or accomplishments.
- **Relevant projects:** Describe projects you contributed to that are related to the position you're applying for.

Tips for a successful CV:

- Keep it concise: 1–2 pages max, focused on relevant information.
- Use action verbs: Words like “coordinated”, “implemented”, “developed” make your achievements clear and dynamic.
- Avoid spelling or grammar mistakes: Proofread carefully.

- Customize your CV for each job: Highlight skills and experience that match the job ad.
- Use numbers to show impact: For example, “Increased sales by 20% in six months”.

Writing a Compelling Cover Letter

Cover Letter: this is a document that accompanies your CV and, if necessary, provides additional information that is not included in the resume.

The main purpose of the cover letter is to proactively answer additional questions a recruiter might have while reviewing your CV.

Structure of the Cover Letter:

1. Salutation:

- If you know the recruiter's name, address them directly:
“Dear Ms. Ionescu” / “Dear Mr. Popescu”
- If you don’t know the name, use a polite general greeting:
“Dear recruitment team” or “Dear Sir/Madam”
- You may also choose a more friendly tone, which is increasingly common:
“Hello, [Company Name] team,” or simply “Hello!”

2. Introduction paragraph:

- Mention the position you’re applying for.
- Clearly express your interest and motivation in one sentence.

3. Body paragraph(s):

In 2–3 short paragraphs:

- Highlight your **relevant experience** in relation to the job.
- Emphasize **specific skills** that make you a strong candidate.
- Explain **how you could contribute** to the team and fit into the company.
Avoid repeating everything in your CV — aim to expand or personalize your application.

4. Closing paragraph:

- Show your availability for an interview or further discussion.
- Politely thank them for their time.
- Use a suitable closing, such as:
“With respect,” / “Thank you for your attention,” followed by your full name.

Tips for the Cover Letter

- Keep a professional yet friendly tone: avoid overly formal or robotic language.
- Personalize each letter for the company and position.
- Stay brief: Ideally, keep it to 3–4 clear paragraphs on one page.

Common mistakes to avoid

- Sending the same CV and cover letter for every job without adjustments.
- Using informal language (e.g., “cool, awesome, whatever”).
- Lack of consistency between your CV and cover letter — they should complement, not duplicate each other.
- Spelling or grammar errors — these suggest lack of attention or interest.
- Using unprofessional email addresses
 - ✗ wletrh34h134@yahoo.com
 - ✓ firstname.lastname@email.com
- Avoid listing every single experience — focus on the most relevant ones. Quality is more important than quantity.

We've collected useful tips and resources for writing a cover letter on our blog — check them out [here](#).

Free and Useful Resources

Online platforms to build your CV (in Romanian or English):

- <https://jobs4ukr.com/candidate-login>
- <https://europa.eu/europass/ro>
- <https://www.canva.com/resumes/>
- <https://cvlibrary.co.uk>



One-on-one support for CV writing:

The Jobs for Ukraine team offers [free individual career counseling sessions](#) on employment in Romania, including help with writing your CV and cover letter, identifying suitable jobs, and enrolling in free vocational training courses—contact them at contact@jobs4ukr.com or +4 074 322 12 23, while local employment agencies (AJOFM) also provide free support.

General Recommendations

Ask for feedback: Show your CV to a trusted person, mentor, or career advisor for suggestions.

Stay updated: Regularly check job portals, and update your CV and cover letter for each opportunity.

Keep track: Note where and when you applied — it helps with follow-ups and interview prep.

Don't underestimate the **power of volunteering**, it can enhance your skills, grow your network, and sometimes even lead to job offers.