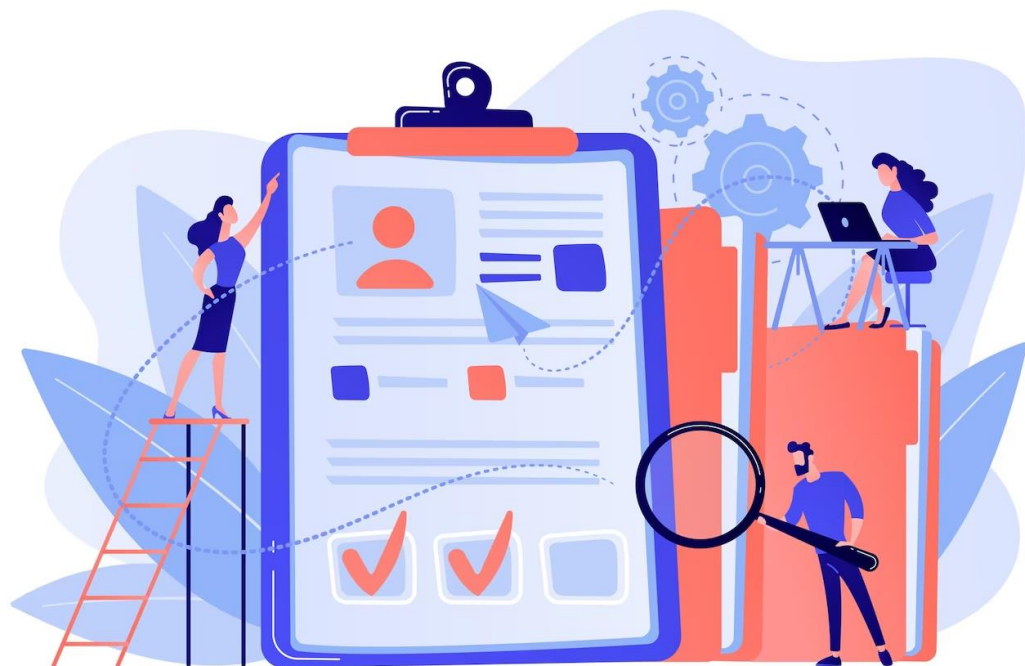


Как написать успешное резюме (CV) и мотивационное письмо для обучения за рубежом



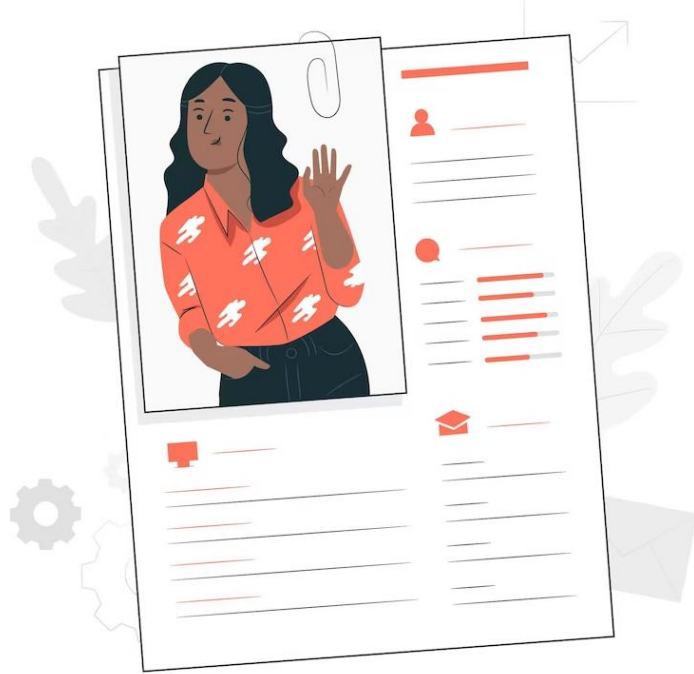


Curriculum Vitae (CV) входит в стандартный пакет документов для поступления в большинство университетов за рубежом

В его основе — образование, навыки и академические достижения

Чем отличается обычное CV от академического?

Профессиональное



Суммарное описание опыта
работы

Академическое



Список ваших достижений в
учебе

Требования к оформлению резюме

Тип документа	PDF
Минимальный размер	1 страница
Максимальный размер	2 страницы
Название шрифта	Times New Roman, Arial, Verdana, Cambria, Helvetica
Рекомендуемый размер шрифта	от 10 до 12
Язык	Английский
Междустрочный интервал	1,5 (полуторный)
Рекомендуемый размер отступов	2 см (слева и справа)
Последовательность информации	в обратном хронологическом порядке, начиная от более позднего и заканчивая более ранним опытом



Обязательно проверьте, есть ли требования к оформлению CV у выбранного Вами вуза

Структура CV

Цель / Objective



ФИО:
Дата рождения:
Телефон:
Адрес электронной
почты:

Личные данные и контактная
информация / Personal details
and Contact Information

Образование / Education

Цель:

Наименование вуза и факультета:
Специальность:
Период обучения:

Публикации и
исследовательский опыт /
Publications and Academic
experience

Научные статьи:
Проекты:

Дополнительные секции
(достижения,
профессиональные навыки и
личные интересы) /
Achievements, Skills, Personal
interests

Навыки:
Достижения:
Языки:

Ключевые фразы для резюме

- **a quick learner** – быстро обучаемый
- **hardworking** – трудолюбивый
- **able to prioritize** – умею выделять главное
- **have planning skills** – имею навыки планирования
- **keep deadlines successfully** – делаю работу в срок
- **detail-oriented** – не пропускаю детали
- **well-organized** – хорошо организован
- **in-depth knowledge of computer programs** – глубокие знания в компьютерных программах



Organize the following words/phrases into the chart

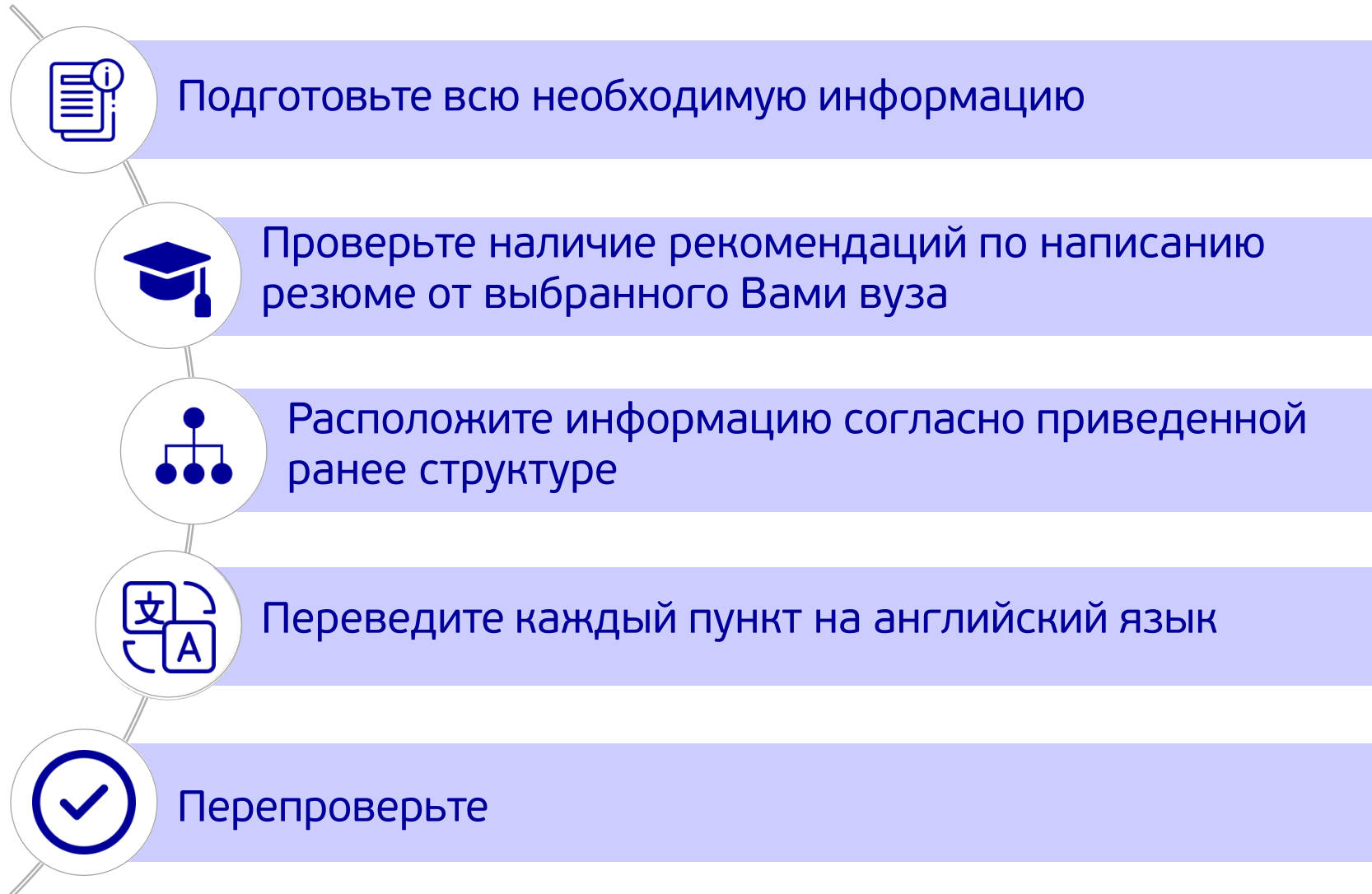
Objective	
Education	
Skills	
Personal Traits	

excellent written and verbal communication skills	I am interested in pursuing my studies at...	expected/anticipated graduation: May 2025
recent Master's degree	in-depth knowledge of...	logical thinking
well-developed skills in...	a quick learner	I am looking to acquire new experience in...
to be able to prioritize	read and write in English fluently	in-depth understanding of...
presentation skills	Bachelor's degree in progress	to ensure completion of deadlines
stay up-to-date with the latest software applications	ability to communicate and conduct business in two languages	an experienced user of...
quickly resolve any technical issues	with broad experience in...	hardworking
planning skills	detail-oriented	stay informed about new advancements in computer hardware
pending Master's (Bachelor's) degree	well-organized	public speaking

Check yourself!

Objective	<p>I am interested in pursuing my studies at... I am looking to acquire new experience in...</p>
Education	<p>expected/anticipated graduation: May 2025, pending Master's (Bachelor's) degree, recent Master's degree, Bachelor's degree in progress</p>
Skills	<p>in-depth knowledge of..., excellent written and verbal communication skills, ability to communicate and conduct business in two languages, public speaking, quickly resolve any technical issues, in-depth understanding of..., well-developed skills in..., with broad experience in..., read and write in English fluently, stay informed about new advancements in computer hardware, stay up-to-date with the latest software applications, planning skills, an experienced user of..., logical thinking, analytical skills, presentation skills</p>
Personal Traits	<p>a quick learner, hardworking, to be able to prioritize, to ensure completion of deadlines, detail-oriented, well-organized</p>

Основные шаги в написании резюме



Пример резюме на английском

Anton Petrov

Address: 137 Nekrasova Street, apr.42, Irkutsk, 664001, Russia

Phone number: (+7) ...

Date of birth: 12th, October, 1999

Email: petrov_anton@gmail.com

Objective:

Sociology major student looking for exchange studies opportunities in the social studies field

Education:

IRKUTSK NATIONAL RESEARCH TECHNICAL UNIVERSITY

Psychology and Sociology Department, Bachelor's Degree (2021-2025)

Publications and Academic experience:

Petrov A. (2022) Social structure. Enlightenment. Vol. 12. No 1. Pp. 1–8. DOI: 10.1080/14733285.2013.871.

Achievements, Skills, Personal interest:

Language:

English (B2),

German (B1),

Russian (Native)

Hard skills: Social Science Research, Data Collection, Statistical Analysis, Linux, R, Python

Soft skills: Speaking in public, easily solve technical problems, detail-oriented

Interests: Travel and reading

Build your own CV!



Ошибки в написании академического резюме

- 1 Использовать полностью готовые шаблоны
- 2 Составлять резюме и не учитывать описания программы, на которую подаются документы
- 3 Использовать слово «резюме» вместо имени и фамилии в названии документа
- 4 Допускать грамматические и лексические ошибки в документе
- 5 Включать лишнюю информацию в резюме



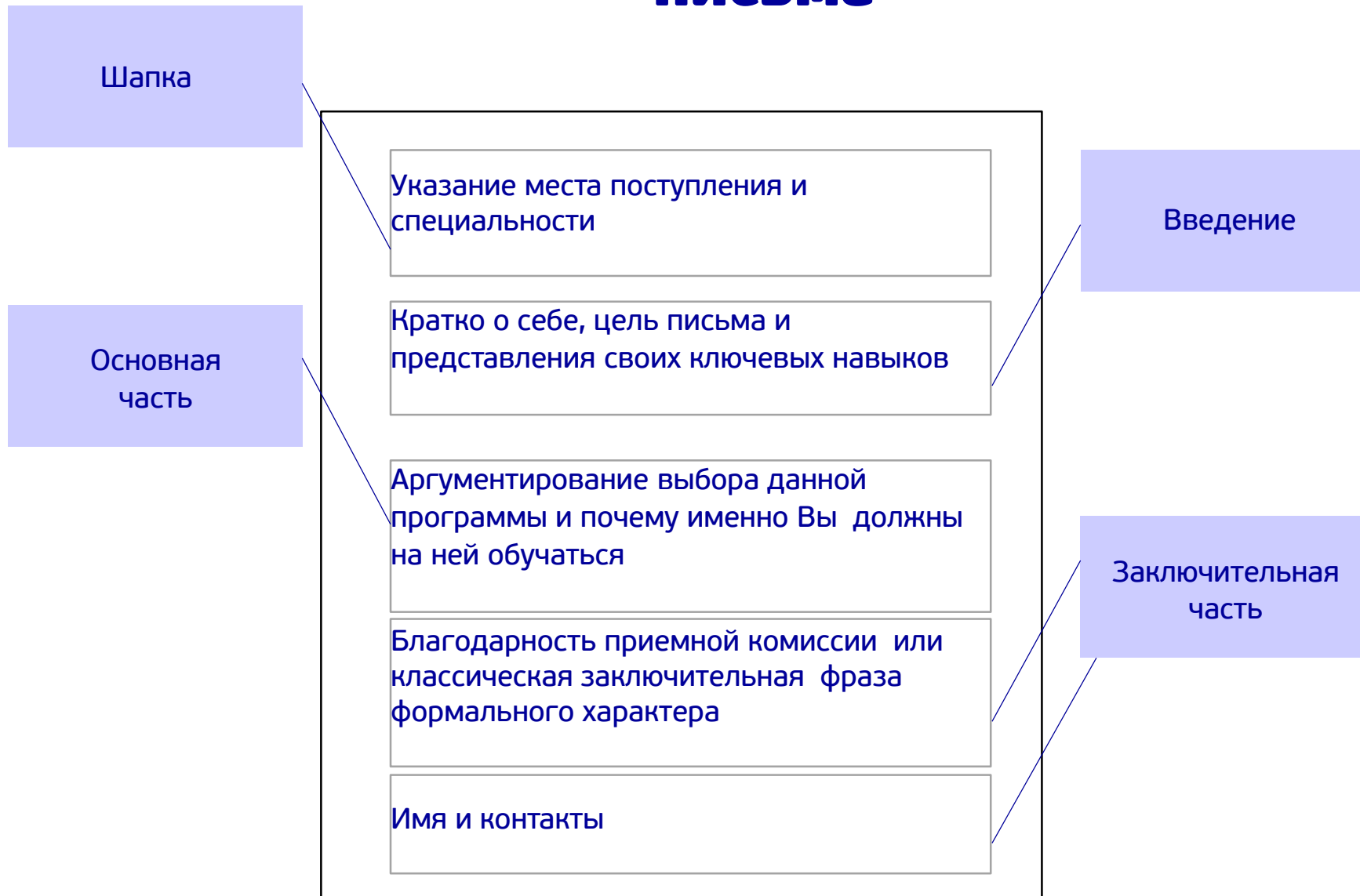


Мотивационное письмо (Statement of Purpose, Motivation Letter) – это документ, отражающий Ваше желание поступить и обоснование, почему именно Вы являетесь идеальным кандидатом для получения учебного места

Вопросы, на которые Вы отвечаете в своем мотивационном письме

- Who are you and what do you want to do? (e.g. academic information, academic field of interest);
- Why are you the right candidate for the course? (e.g. extracurricular, activities, experiences);
- Why are you the right candidate for the course? (explain more about you);
- What do you want to do in the future? (e.g. future career objective/career goal/long-term plan);
- Why do you choose this program? Specific features of the program that attract you, how its exposure would help you to achieve your goal?

Структура мотивационного письма



Требования к оформлению мотивационного письма

Тип документа	PDF
Минимальный размер	1 страницы
Максимальный размер	3 страницы
Название шрифта	Times New Roman, Arial, Verdana, Cambria, Helvetica
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Междустрочный интервал	1,5 (полуторный)
Рекомендуемый размер отступов	2 см (слева и справа)



Проверьте, нет ли требований к мотивационному письму у выбранного Вами вуза

Основные шаги в написании мотивационного письма



Начинайте
мотивационное
письмо в хорошем
настроении

Ознакомьтесь с
информацией о
программе
обучения

Соблюдайте
установленную
структуру

Проверьте текст
на наличие
грамматических и
логических ошибок

Пример мотивационного письма на английском

**Shanghai
University**
Faculty of Sociology

Dear Sir/Madam,

- 1.** Thank you for considering my application. I look forward to hearing back from you.
- 2.** I was thrilled when I came across the student exchange program. As someone with a strong academic background in sociology, I believe the sociology course would be an excellent fit for me and my future career prospects. My ultimate goal is to work with research-based groups in the applied sociology sector and local universities to improve research and human resource capacity building through training.
- 3.** I am hoping to be accepted to the university as a visiting student for the spring semester. This opportunity would allow me to interact with students and scholars from diverse professional and cultural backgrounds from all over the world, which I find very exciting.
- 4.** I am fully committed to making the most out of the scholarship program. Being a student in your department would empower my career development and give me the framework to utilize my full potential.
- 5.** I would be extremely grateful for a scholarship to enhance my education and career prospects. Upon completing my studies at the Shanghai University, I plan to return to my home country and work in the public sector or at the university.

Sincerely,
Anton Petrov

Пример мотивационного письма на английском

**Shanghai
University**
Faculty of Sociology

Dear Sir/Madam,

- 2** I was thrilled when I came across the student exchange program. As someone with a strong academic background in sociology, I believe the sociology course would be an excellent fit for me and my future career prospects. My ultimate goal is to work with research-based groups in the applied sociology sector and local universities to improve research and human resource capacity building through training.
- 5** I would be extremely grateful for a scholarship to enhance my education and career prospects. Upon completing my studies at the Shanghai University, I plan to return to my home country and work in the public sector or at the university.
- 3** I am hoping to be accepted to the university as a visiting student for the spring semester. This opportunity would allow me to interact with students and scholars from diverse professional and cultural backgrounds from all over the world, which I find very exciting.
- 4** I am fully committed to making the most out of the scholarship program. Being a student in your department would empower my career development and give me the framework to utilize my full potential.
- 1** Thank you for considering my application. I look forward to hearing back from you.

Sincerely,
Anton Petrov

Ключевые фразы для мотивационного письма

- I am applying to the program... at the University of... because I am very interested in...

Я подаю заявку на программу...в университет..., поскольку...

- My strengths are...

Мои сильные стороны...

- I would say that my only weakness is... But I am looking to improve in this / these area/s

Могу сказать, что моей единственной слабой стороной является... Но я работаю над этим

- I believe my knowledge and skills will serve to...

Я верю, что мои знания и навыки помогут в...

- I am evidently keen to study at the University of... because of its excellent reputation in research / top ranking / employment rates

Я хочу учиться в университете..., поскольку он обладает прекрасной академической репутацией в международных рейтингах...)



Ошибки в написании мотивационного письма

Повторение текста из резюме

Составление стандартного письма
для всех университетов

Большое количество
поверхностных утверждений

Безликое повествование

Невычитанный текст, наличие ошибок



Пример мотивационного письма на английском

Dear Sir/Madam,

Hello! I am writing to express my strong interest in participating in the student exchange program. Now I am a 2nd year student and I am interested in many things. As a 2nd year student I do not have much experience in academic field, but I believe that this program would be an ideal opportunity for me to achieve my goals.

I really want to study at your university because of its excellent reputation. I am confident that the courses offered at your institution will provide me with a unique perspective on my chosen area of study.

I believe that living in a foreign country and experiencing a new way of life will broaden my understanding of the world and help me become a more well-rounded individual.

I am highly motivated to take on the challenges and opportunities, I am hardworking and not lazy student, I am also very sociable person and I think it will be easy for me to find new friends abroad and. I would be honored to have the chance to study at your university and contribute to the vibrant student community there.

I'll be waiting for your quick and positive reply.

Best wishes,
Max

Какие ошибки вы нашли в этом письме?

Пример плохого мотивационного письма

Dear Sir/Madam,

Hello! I am writing to express my strong interest in participating **in the student exchange program**. Now I am a 2nd year student and I am **interested in many things**. As a 2nd year student **I do not have much experience in academic field**, but I believe that this program would be an ideal opportunity for me to achieve my goals.

 I really want to study at your university **because of its excellent reputation**. I am confident that the courses offered at your institution will provide me with a unique perspective on my chosen area of study.

I believe that living in a foreign country and experiencing a new way of life will broaden my understanding of the world and help me become a more well-rounded individual.

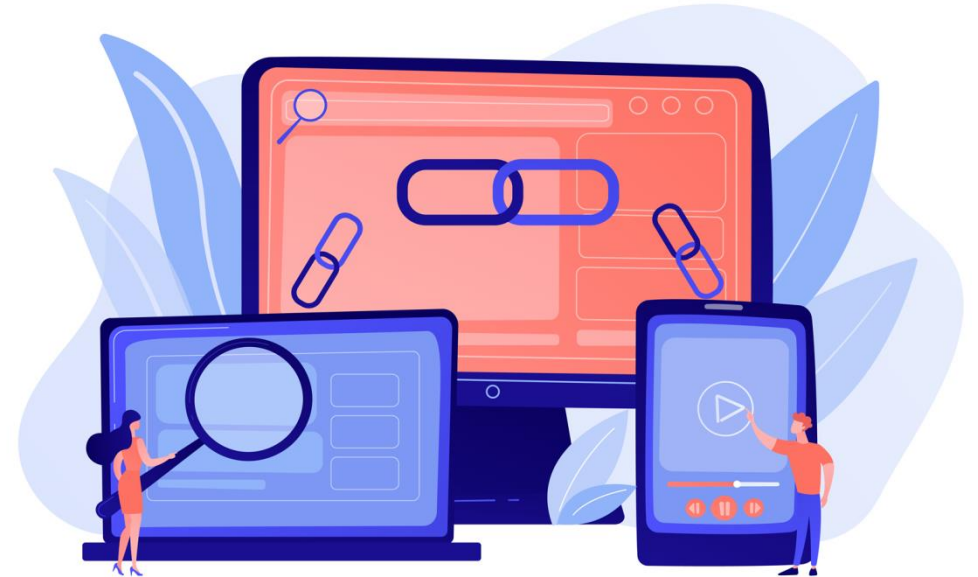
I am highly motivated to take on the challenges and opportunities, I am hardworking and **not lazy student, I am also very sociable person** and I think it will be easy for me to find new friends abroad **and**. I would be honored to have the chance to study at your university and contribute to the vibrant student community there.

I'll be waiting for your quick and positive reply.

Best wishes,
Max

Полезные ссылки

- <https://myresume.ru/blog/akademicheskoe-rezjume/>
- <https://resume.com>
- <https://standardresume.co>
- https://students.uu.nl/sites/default/files/cv_template_english.pdf
- <https://resumaker.ai>
- <https://www.indeed.com/career-advice/resumes-cover-letters/motivation-letter>
- <https://novoresume.com/career-blog/how-to-write-a-motivation-letter>
- <https://edubirdie.com/examples/ideal-exchange-students-statement-of-purpose/>
- <https://www.upgradabroad.com/articles/statement-of-purpose-format/>



По всем вопросам Вы можете обращаться:

Отдел академической мобильности и
ресурсных центров ИРНТУ

Телефон: 405-200

ауд. И-3036

e-mail: mobility@ex.istu.edu,
nberngard@ex.istu.edu

