

**Covering letter**  
**and**  
**Curriculum vitae format**

Notes : Given below is a generic format of a covering letter/email for an employment application and curriculum vitae curriculum vitae is of generic format which could be customized for first employment/for a position in non IT sector by modifying heading/content suitably.

It is suggested to keep following things in mind:

1. Restrict Curriculum vitae to **maximum** of 2 pages.
2. If project and other details are to be highlighted in details, place them as annexure to the main page and mention the annexure number against the project in the main page.
3. Use bullet points rather than sentences to list entities.
4. If sentences are to be used, let them be simple and not exceed 3 in numbers.
5. This format is best suited to apply as 'fresher' / up to middle management positions and may not be suitable to apply for management positions.
6. In the subject line while sending mail mention the following details as appropriate  
This will give an impression to the recruiter that candidate is a systematic person
  - Fresher, xxxx(year), branch and % ( Ex: Fresher 2008, BE(CS) 65%)
  - Experience, Skill , ( Ex : 8 years, Java, SQL . . .)
  - Experience, Designation ( Ex : 5 years DBA)

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To

Date :

Designation and  
Address

Dear Sir,

Sub: Application for the post of <specify here the job code/position>

Ref: Give reference (could be the job code)

I am hereby offering my candidature for the above referred position in your organization.  
A brief "Curriculum vitae" of mine is attached to this letter.

List here important facts about your self

For example:

I am having total of 4 years of experience in IT.

My strength is in Java/C/ networking..

I have worked as project lead/ . . .,

I am of the firm belief that my profile matches your requirement. When called for an interview, I will be in a better position to tell more about myself

I am sure, that I will be able to meet your expectations. I am looking forward for a fruitful and rewarding association with you and <specify here company name >.

Thanking you,

Yours sincerely

(Signature)

(Name and address)

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## **Curriculum vitae**

(Name along with Mr. or Ms.)

(Address)

(Contact phone number, Email ID)

**Objective:** In few lines express what you are looking for/What you want to achieve

**1. Educational Qualification** (Highest) : BE/M.com/MCA...

**2 Education details** (Start from Highest qualification till 10<sup>th</sup>)

No	Name of Examination	Board/University/ Institute(No need to mention School/ College unless it is reputed one)	Year of Examination	Core Subjects	%Marks/ Grade
	10th		10th	Social, Science, Mathematics	

Academic achievements if any

**3. Skills/Abilities/Trainings attended** : List one below the other, the fields of expertise/specialization/name and duration of the training undergone

**4. Work Experience** (latest first)

No	Company/firm	Designation	Area/Field of specialization	From (MM/YYYY)	To (MM/YYYY)	Experience in years

**5. On-site Experience/Project Details/Major tasks accomplished** (Keep it brief, additional details could be given as annexure)

- Client Name
- Period/Duration
- Brief description of the project/task carried out (2 or 3 lines)
- Products/Tools used
- Team size
- Your roles and responsibilities in the project

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**6. Soft skills** <list your non technical/functional strengths, team work, Organizing capabilities with explanation in not more than 3 lines each>

**7. Other Personal details:**

Date of birth:

Passport Number:

Languages Known:

Continued

**8. Miscellaneous** (List the hobbies and extra curricular activities, social and community services one below the other)

**9. References:** If you wish to provide, provide 2 references with whom you had worked earlier( Do not forget to take their approval)

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## A Sample Curriculum vitae

Mr. Ramesh  
Address  
12345678, Ramas@gmail.com

**Objective:** To work in a creative, innovative and challenging environment and to help achieve organization its objective in the most efficient manner by applying my skills and abilities with continuous improvement of my technical and analytical skills.

### 1. Educational Qualification : M.Tech

#### 2 Education details:

No	Name of Examination	Board/University/ Institute(No need to mention School/ College unless it is reputed one)	Year of Examination	Core Subjects	%Marks/ Grade
	M.Tech	Indian Institute of Technology (IIT), Bombay	2000-2002	Microelectronics	9/10
	B.Tech	VTU Belgaum	1996-2000	Instrumentation Technology	72.7%

### 3. Work Experience

- 5+ years of experience at ABCD, Bangalore as verification engineer, logic design engineer, and physical design engineer with expertise in complete ASIC design flow and currently working as Staff Design Engineer.
- Strong understanding of memory controller's design and verification and different memory interface specifications (DDR\* and GDDR\*).
- Good hand on experience on different design cycles of ASIC design, verification, synthesis, physical synthesis, routing, CTS, STA, formal verification, DFT and post-silicon debug and hand on experience on related leading edge IC design tools, Modelsim, Design Compiler, Physical Compiler, Apollo, PrimteTime, LEC, and TetraMax.
- Worked with silicon validation team in post silicon debug of multiple GMCH products
- Basic knowledge of scripting languages like perl, intuitive in using modules from existing scripts to suit my work requirement.
- Self-motivated, works with minimal to no supervision and highly professional team player.

### 4. Domain Expertise:

- Experienced in memory controller design and verification with strong understanding of different memory interface specifications (DDR\*, GDDR\*).
- Hands on experience in RTL design, validation and debugging.
- Hands on experience in complete ASIC back end flow, starting from synthesis, physical synthesis, formal verification through CTS, routing and STA using industry standard tools.
- Worked in RTL to tape-out projects in industry standard EDA tool environments.
- Hands on experience in debugging RTL verification issues and Validation automation using perl and Intel internal tools.
- Worked with silicon validation team in post silicon debug of multiple GMCH products.
- Good theoretical knowledge and understanding in DFT concepts, FPGA, system architecture, GMCH and hardware accelerator.

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**5. EDA Tools Handled:**

- ModelSim –for Simulation
- TetraMax – for Scan ATPG
- Verplex LEC – for formal verification
- Design Compiler – for Synthesis
- DFT Compiler – for scan chain insertion
- Physical compiler – for Placement
- Apolo – For routing and clock tree synthesis
- PrimeTime – for STA
- Power Compiler – Power analysis

**6. Computing language, HDL and platform:**

- HDLs: Verilog and VHDL
- Scripting language: Perl
- Programming language: C (basic knowledge)
- OS: Solaris, Unix, Linux and Windows

**7. Personal**

- Self motivated, hardworking and quick learning team member.
- Committed and good team player.
- Ability to think through problems.
- Task and target oriented with multi tasking capabilities.