

# GLOBAL EMPLOYABILITY

## Italian Applications Guide

### Cover Letter ("*Lettera di Motivazione*") Advice

- An Italian cover letter or *lettera di motivazione* should no more than 1 page in length, be formal in style and typed.
- It is important to address the letter to a specific person (i.e. the HR director) and use the proper title of the person being addressed. In Italy networking and making personal contacts is very important.
- A cover letter in Italy should be brief and clear about the job being sought.
- Speculative applications are common and should be formal with an indication of why you would like to work for the company and what you can offer them.

### CV ("*Il Curriculum*") Advice

- An Italian CV is generally similar to UK CVs in layout and should include the following information:
  - Personal and contact information,
  - Education, including qualifications
  - Work Experience (i.e. internships),
  - Languages, Computer Skills & Other information
- Italian CVs do not usually include photos or references (unless otherwise requested).
- The maximum length for a CV is two side of A4.
- Just like a UK CV the most common way to organize information and work experience is in reverse chronological order, listing the most recent experience first.
- The applicant's address, contact details including email, and date of birth must be included in the personal information section. Licenses, such as driver's licenses, need to be included only if relevant to the job.

### Key Differences from UK CVs and cover letters:

- The covering letter should be addressed to a specific person and be formal in style
- Italian CVs don't usually devote much space to hobbies or recreational activities but rather focus on personal attributes and skills
- The CV should include the clause "Autorizzo il trattamento dei miei dati personali ai sensi del D.L. 196/2003" to comply with Italian data sharing laws

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- A CV in Italy does not normally devote much space to hobbies and recreational activities. Instead, it places a greater emphasis on personal information such as individual aptitudes, professional ambitions and the applicant's willingness to move.
- In order to allow a firm to contact an applicant, while still obeying Italy's privacy laws, candidates should end their résumés/CVs with this statement: Autorizzo il trattamento dei miei dati personali ai sensi del D.L. 196/2003. (I agree to disclose my personal information according to the law 196/2003.)
- It is also not necessary to send in copies of qualification certificates; they should instead be taken to the interview.