



Lecture

Writing a Resume/ CV

CV / RESUME

CV (curriculum vitae) comes from Latin
“course of one’s life”

[kəˌrɪkjələmˈvi:tai, 'vaɪti:, vi:ti:]

Resume – from French “*résumé*”
(*summary*)

['rezju:meɪ]

CV / RESUME

Developing a CV or a resume is writing your own personal advertisement.

A curriculum vitae is often called a CV in the UK or résumé in American English, but sometimes we can find some difference.

CV / RESUME

If we compare a resume and a CV, we see that a resume is usually short, its purpose is usually to get employment (or interview), and it gives the summary of all skills, experiences, and education.

A CV can be as long as it needs to be, its purpose is to detail background and qualifications. So, it contains area-specific listing and academic background.

CV / RESUME

There is no one 'right' way to do a CV or a resume, but there are some ideas to make it more readable, and you look more professional.

CV / RESUME

| | |
|-------------|---|
| | |
| Paper | Regular (white) |
| Pages | Single sided, numbered Full name on every page |
| Font | Common type (Times New Roman, Arial) same throughout |
| Font size | 12 point |
| Margins | all round |
| Emphasizing | Bolding, CAPs, underlining |

CV / RESUME

Contact Information should contain:

- Full name
- Address: permanent and current
- E-mail
- Phone number(s)
- Website (optional)

NB!

A CV/resume should not include age, gender, ethnic background, marital status etc. except when required.

CV / RESUME

Sections on the CV can include:

- Profile
- Employment History
- Education
- Skills and Interests
- References

CV / RESUME

You can add:

- Objective
- Honours and awards
- Certificates and qualifications
- Publications and presentations
- Extracurricular and volunteer experience
- Languages

If you seek for a research or academic career, you should include a dissertation title and teaching experience as well.

CV / RESUME

Remember:

- Make your CV/resume well-organized and logical
- List most current or recent first
- Write the schools' or companies' names correctly
- Degree/award title: date received
- If the purpose is academic, include only relevant professional experience

CV / RESUME

- Do not write full sentences in the sections (e.g. Maintained and updated company site (*not* I maintained and updated ...))
- No descriptions
- Make sure your interests and skills are real!
- Avoid strange or funny nicknames in e-mail address
- Keep your document up to date!

CV / RESUME

NB!

Soft skills that are of great importance today are:

- Communication skills
- Creativity
- Initiative
- Interpersonal skills
- Leadership skills
- Organizational skills
- Problem-solving skills

Show them in your CV or resume.

CV / RESUME

Scannable resumes

To make your document scannable use keywords to demonstrate your skills and achievements. Do not use *italics*.