

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



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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.



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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*.

