

How to Write a CV?

CV - Curriculum Vitae is a resume of your professional work details, education, experience and qualifications. A CV indicates what you can do for the employer with the experience you have acquired and the skills you have developed. It should be short, clear, simple and to the point.

A good CV should contain these sections;

- **Personal details:** The heading contains your name, contact address, date of birth, phone (home, cell-phone) number and e-mail and other personal information.
- **Career Objective:** Write briefly your objective and goal in terms of what you can do for the employer. Your career objective defines that you have focus in your job search and helps to define your career goals. It should be short, clear and to the point.

Example:

To obtain as a systems analyst position where extensive marketing, writing, management, design, and technical **skills are required**. Preferably within the fields of Database Management position.

- **Skills Summary:** Make sure to add some skills not required by the job description. Include your Fundamental, Personnel Management and Teamwork skills. Use **-ing format** in CV to describe all your skills, jobs or accomplishments.

Example:

- **Analyzing** data
- **Planning** organizational needs
- **Providing** customers with service
- **Teaching/instructing/training** individuals
- **Recommended** an alternative solution to one of the department's problems
- **Educational Information:** List all institutions, degrees, and graduation dates in chronological order. If you happen to have more than one degree, list them all.

Example:

- *September 2004 - January 2008*
Master of Science in Computing Science and Engineering, Koç University.
- **Awards received:** Introduce this header right after the education, in order to such as scholarships, and memberships in academic honors associations.
- **Work Experience:** Starting with the most recent first. Your job title, start and finish dates, company that you worked, brief description of various duties in order of importance. Graduating students usually have only part-time, summer, or volunteer jobs. In this section you should include paid and unpaid work experience from volunteer jobs, internships and practice teaching. Use the action words for your work

experience. Action Verbs give your CV positive power and direction. (For more information look at **Action Verbs List**)

Example:

March 2006 - January 2008

The Coca-Cola Company, Atlanta, USA

Senior Flavor Engineer

- ***Introduced*** a new method of navigating through the A Software Program
- ***Documented*** inventory counts at the end of each working day

- **Skills and Qualifications:** Languages, computing knowledge and any other training/development that is relevant to the position applied for.
- **Others:** Any other skills, abilities, knowledge can be listed at the end, for example: typing skills, hobbies, etc.
- **References:** At least two references. One academic (your teacher or a project supervisor) and one an employer (from your last time or summer job). You can instead simply write "References available on request".

General Tips for a good CV

There is many good ways to write and present a CV but the following general rules to apply:

- Keep it short and clear.
- Make it good looking.
- Be positive.
- Put your employment history in date order, starting with the most recent first.
- Make sure that all spellings are correct.
- Always write in the third person, and in the past tense. Avoid using phrases like "Working for..." Instead, use action verbs: "Worked for increase..."
- Do not write longer than two sides of A4 and put the most important information on page one. No backside!
- Always be honest; never give inaccurate or misleading information.
- Your CV needs to be grammatically perfect. Double check your grammar and spelling.
- Write a cover letter that makes you stand out by highlighting three or four key attributes that make you the best person for the job.
- It is important to display your CV in chronological order.
- Create your CV on Computer.

Guidelines for a CV

- **Length and paper:** Do not write longer than two sides of white, A4 paper and put the most important information on page one. No backside!
- **Font:** Arial or Times New Roman between 10-12 point font. Use the same font and size with rest of your CV.
- **Layout:** Use alignment and columns.
- **Highlighting:** Use if is necessary any information text highlighting such as bold, italics, caps and underline.

Do not

- Don't include salary information,
- Don't sign or date your resume,
- Don't put the title "CV" at the top,
- Avoid using the pronoun "I",
- Don't include age, height, weight or marital statue,
- Don't state your religion, race, national origin or political view on your CV.

There is an example CV shown below

Sample CV

Robert Sean

7200 Richmond Avenue
Houston, TX, USA
Phone (+713) 423 00 00
Email: rsean@hotmail.com

PROFILE Professional, highly qualified Electrical Engineer with excellent organizational and team working skills. Ideal candidate for position requiring, initiative, responsibility and challenge.

EDUCATION September 1999 – July 2003
UNIVERSITY COLLEGE CORK
Bachelor of Electrical & Microelectrical Engineering
Result: 1st Class Honours

September 1993 - June 1999
PRESENTATION BROTHERS COLLEGE, MARDYKE, CORK
Leaving Certificate: 500 Points including an A1 in Physics.

EMPLOYMENT 2003 – 2004
ABC CONSTRUCTION CONTRACTORS, MELBOURNE, AUSTRALIA
Assistant Engineer

- Secured work experience as an Assistant Engineer reporting directly to the Project Manager.
- Liaised with Engineers and reported to Project Manager on all tasks.
- Conducted demolition work which included working with dangerous chemicals such as asbestos.

2002 - 2003
ROBINSON ELECTRONIC DESIGN SERVICES, CORK
Trainee Engineer

- Reported to the Senior Engineer.
- Assisted with designing and building of web pages.
- Liaised with Engineering staff on all aspects of web content relevant to the industry sector. .

1999 - 2002
UNIVERSITY COLLEGE CORK
Information Assistant, Mardyke Arena

- Checked membership cards at the information desk.
- Provided assistance and information to customers.
- Collected money for aerobics and yoga classes.
- Managed special group bookings of facilities.

SKILLS **Computer:** Working knowledge of programming languages, C, C++. Highly proficient at Access, Excel, Word & Powerpoint. Knowledge of Matamatica and Electronics Workbench and experience of HTML, VHDL and assembly code.
Language: Conversational English & German.

INTERESTS & ACHIEVEMENTS

Sport: Member of UCC Mardyke Gym and play football and rugby regularly. Involved in coaching local primary school football team between 1999 - 2002.
Water Sports: Swim regularly and have achieved life-saving certificate. Completed PADI certificate in scuba diving while in Australia.
Music: Play guitar and give guitar lessons.
Scouts: Patrol Leader with local scout troop from 1998 - 2001. Organised regular hikes and camping trips.

REFERENCES:

References Available Upon Request

Further Resources

<http://www.resume-resource.com/>

<http://www.cv-resume.org/>

<http://www.cvtips.com/>

<http://careersadvice.direct.gov.uk/helpwithyourcareer/writecv/>

<http://owl.english.purdue.edu>

Works Cited

Soon.org.uk. "Writing a CV Resume". 16 January 2009. Sonn Magazine. 10 March 2009. <<http://www.soon.org.uk/cvpage.htm>>

CV Tips. "CV Writing" June 2008. CV Examples. 10 March 2009. <http://www.cvtips.com/CV_example.html>

Purdue OWL. "Resume Design". The Online Writing Lab at Purdue. 10 May 2008. Purdue University Writing Lab. 09 March 2009 <<http://owl.english.purdue.edu/owl/resource/631/01/>>.