



APPLICATION GUIDE

WRITING A CV/RESUME



THE ADVISORY
MENTORSHIP
PROGRAMME
~~ONLINE~~

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Advisory is a fully youth-led nonprofit dedicated to empowering young Singaporeans to make informed career and further education choices. By breaking down the barriers to access that young people face in finding out about their fields of interest, Advisory hopes to create a level playing field and support youth to pursue their passions.

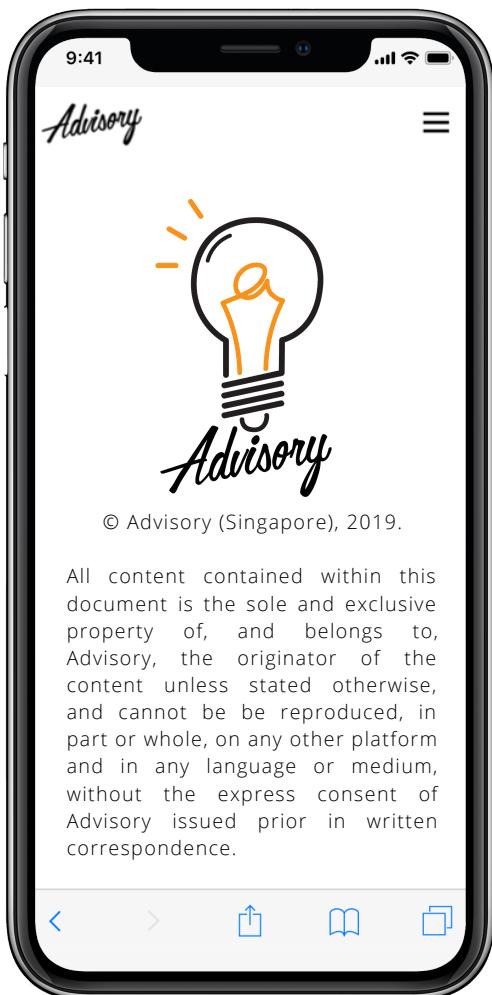
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APPLICATION GUIDE WRITING A CV/ RESUME

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INTRODUCTION & KEY TIPS



YOU CAN SUBMIT EITHER A CV OR A RESUME IN YOUR MENTEE APPLICATION. EITHER DOCUMENT IS ACCEPTABLE. THERE IS NO NEED TO SUBMIT BOTH DOCUMENTS.

Distinctive Characteristics of CVs

- **Detailed** | A curriculum vitae—usually referred to as a CV—comes from the Latin for, literally, “course of life.” This means the CV is a document that really details your life history, from your educational background to your professional work experiences. With this amount of detail, your CV will often be longer (normally, at least 2 pages) than your resume (commonly, at most 2 pages).
- **Chronological** | Like history, your CV records from the beginning to the end, in chronological order. That ending is where you are now — where you have ended up. The CV should start with a section on your schooling experience, with your earliest schooling experience going first until your latest schooling experience. Then you can proceed on to a section on your working experience, with your first working experience put down first until your most recent. If you started working before schooling, then start with the section on work first, before going onto the section on schooling.

Characteristics Common to Both

- **Relevance** | Always emphasise any and as many experiences or skills (both soft and hard) you have that are relevant to what you are applying for. You can do this through the word count or amount of space on the page you allocate to writing about a particular experience or skill. This also means that you should not include or spend too many words or too much space on experiences that happened a long time ago as they may not be relevant or representative of you now.
- **Skills and Experiences** | Always indicate (state) and then demonstrate (show) what your skills are through experiences. You can do this by writing about what you learnt through a particular experience (e.g. meticulousness, precision, attention to detail, and efficiency, etc.) and what you did during that experience (e.g. recorded all 367 items in the Physical Education store, etc.), as well as how you did it (e.g. independently, without teacher supervision, each term, etc.) and how well you did it (e.g. completed with no mistakes on average in 3 hours or was commended by your teacher to have gone above and beyond by also cleaning the store while taking stock of the items, etc.).

Distinctive Characteristics of Resumes

- **Reverse Chronological** | Your resume will record the other way—in reverse chronological order—from your most recent experience to your earliest. Your section on working experience may come first in this case. In each section, your experience will also follow reverse chronological order, beginning with your most recent and going back to your first relevant experience.
- **Highlights** | Unlike the CV, the resume is not expected to be so detailed. It only records your professional milestones, accomplishments and achievements. That does not mean it is or should be about your grades. It is about that time your teacher or boss praised you for how quickly you got a task done; or when you showed great initiative to do something that was helpful to everyone despite no one asking; or when you helped your friend up the stairs and thought you should rally everyone together to help on a daily roster — or thought up with a cool piece of tech to help your friend get up stairs; or when you googled “small yellow birds in Singapore” to find out about the birds—canaries—you saw in the trees outside your window and learnt a bunch of fun science facts on animals, etc. So, put down really anything that marked a milestone for you, when you felt you accomplished something good for yourself!
- **Showcases** | The resume is a chance to showcase your skills, personal attributes, and educational and professional experiences in an easy-to-digest format. Only what is important to you, and for others to know about you, should get put inside. This makes it about you and for you, so that your resume can stand out — and work for you! Studies have shown that 8 out of 10 resumes are discarded without a second glance. If you want your resume to get your reader’s attention, it will need to work for you and look made for you alone. That is why you may also design and decorate the resume in creative ways that you do not do for the plain and simple CV.

BASIC STRUCTURE



Personal Details

- Name
- Contact details: mobile number and email address
- LinkedIn profile (If you do not have one yet, do consider setting it up as a lot of employers use LinkedIn to source for potential employees and assess prospective employees.)

Work Experience

(if a CV, then the Education Background section comes first)

- Phrase your accomplishments without coming across arrogant, focussing on those honours, achievements, and awards most relevant to what you are applying for.
- Do not merely list everything; focus on more significant ones, giving context to them: for example, how many people are awarded that accolade in any year; what that honour is awarded for, etc.
- Do it in bullet point form and keep it concise; consider the following format: Action verb + Quantification + Specific job duty
 - Action verb: What was your main role
 - Quantification: Give some related numbers.
 - Job specifics: Elaborate on what you did.
 - E.g. Trained 30 employees on how to operate a printer.
- Something leadership-related would be a good indicator of your capabilities
- Note: Your CCA experience in school can be included in this section

Educational Background

(if a CV, then the Educational Background section should go before the Work Experience section)

- Phrase your accomplishments without coming across arrogant, focussing on those honours, achievements, and awards most relevant to what you are applying for.
- Do not merely list everything; focus on more significant ones, giving context to them: for example, how many people are awarded that accolade in any year; what that honour is awarded for, etc.
- For resumes: only include your most recent / highest level of education; and significant important details like your date of graduation, degrees, grades, etc
- For CVs: include your entire educational background in chronological order
- Note: Academic achievements can be included in this section

Cover Letter

- Your resume should usually be sent in with a cover letter formally addressed to your employers. It should be written to the point, focussing on what you are trying to accomplish, without beating about the bush or engaging in unnecessary flattery.
- It would be good for the cover letter to have a matching or similar design to your resume
- Cover letters are not usually necessary for CVs; and are not necessary for your application for The Advisory Mentorship Programme.

THERE ARE MANY EXCELLENT ONLINE GUIDES, AND EVEN TEMPLATES, FOR WRITING CVS AND RESUMES, SHOULD YOU REQUIRE FURTHER REFERENCE.

SAMPLE CV

[Name]

[Physical Address]

[Phone Number] | [Email Address]

EDUCATION

[Business School Name]

Master of Business Administration

[City], [State/Country]

Expected [Graduation Date]

[University Name]

Bachelor of [Arts/Science] in [Major]

[City], [State/Country]

[Graduation Date]

PROFESSIONAL EXPERIENCE

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]

- Selected [Client / Project / Transaction] Experience:

- [Client #1]

- [Advised client on business development strategy and recommended xx; client later adopted and earned xx% return]

- [Client #2]

- [Led team of xx to present acquisition opportunities to client; selected xx to explore further]

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]

- Selected [Client / Project / Transaction] Experience:

- [Project #1]

- [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]

- [Project #2]

- [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]

- [Project #3]

- [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]

- [Led team's efforts to do xx by creating/managing xx; resulted in increased profits / cost savings]

- [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]

- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in [xx]; Conversational Proficiency in [xx]

Activities: [Student Clubs, Volunteer Work, Independent Activities, Professional Organizations]

Interests: [Keep this to 1-2 lines and be specific; do **not** go overboard]

Taken From: <http://resume-videos-00.s3.amazonaws.com/MBA-Experienced/Working-Full-Time-Investment-Banking-Resume-Template.pdf>

SAMPLE RESUME



Rick Grimes

Junior Editorial Assistant

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Education

2017-09	MA in English, Stanford University Expected to graduate in 2018 3.95 GPA Favorite fields of study: American Poetry: From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance" Key achievement: Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."
2013-08 - 2017-06	BA in Comparative Literature, Stanford University 3.9 GPA Favorite fields of study: Introduction to Literary Study: Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle Thesis title: "Towards the Derridian Decostruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'" Extracurricular activities and achievements: <ul style="list-style-type: none">Dean's List 2014-2016President of the undergraduate student board from 2015 to 2016.Started and ran a discussion club on Russian Postmodernist Literature.Chief Editor of the University Blog from 2015 to 2017.

Awards and Honors

2017-02	2016 Drue Heinz Literature Prize
2016-06	Dean's List, Stanford University
2015-06	Dean's List, Stanford University
2014-06	Dean's List, Stanford University

Work Experience

2015-06 - 2017-09	Editorial Intern <i>Faber and Faber, Stanford</i> <ul style="list-style-type: none">Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.Assisted in the development, design, and preparation of sales materials.Collected and distributed incoming mail and processed outgoing mail.Served as the primary contact for incoming phone calls.Provide general and editorial support to the Stanford staff as requested.
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Personal Info

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LinkedIn	linkedin.com/in/rickygrimes93
Twitter	twitter.com/rickyfillygrimes

Languages

Russian	● ● ● ●	Bilingual
French	● ● ● ○	Advanced
Spanish	● ● ● ○	Advanced
Portuguese	● ● ● ○ ○	Intermediate

Skills

Academic Writing	● ● ● ●	Excellent
Literary Criticism	● ● ● ●	Excellent
Research	● ● ● ○	Advanced
Creative Writing	● ● ● ○	Advanced
Editing	● ● ● ○ ○	Intermediate

Taken From: <https://zety.com/blog/student-resume>