

# Lecture 25



# Previous Lecture





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- ❑ Methods of Citation
- ❑ Referencing Styles

# Resumé/CV Writing



## About Resumé

-  • A document used to present your skills and abilities
-  • Not an autobiography
-  • A document stating your professional credentials
-  • Prepared for an interview to get a job



# Resumé/CV Writing



## ✓ Resumé: An Advertisement




- ➡ A clearly defined purpose
- ➡ Reflects your achievements
- ➡ A summary of what you are and what you can do
- ➡ Data has to be credible and accurate
- ➡ An attractive package
- ➡ Focuses on employer's needs, not yours



# Resumé/CV Writing



## Resumé Formats

-  Chronological: Work history in reverse chronological order
-  Functional : Work history not directly related with the job selected as a profession, resume organized on different types of skills
-  Combination: Difference types of skills placed in reverse chronological order



# Resumé/CV Writing



## Resumé Structure



### Identification:

- *Name*
- *Postal Address*
- *Numbers*
- *Email Address (Professional)*



# Resumé/CV Writing



## ✓ Resumé Structure: Identification Sample

**Jane Smith**

**D.O.B.** 06.03.1986

Provide your full name (or the name you like to be called) not just your initials

You don't legally have to include your date of birth - it's up to you whether you want to

### **Personal Details**

**Address:** 12 Station Street, Highfield, 3023

Provide your usual postal address, including the postcode

**Mobile:** 0431 554 660

Provide your daytime phone number (home and/or mobile). Make sure your phone has a clear voicemail message or that there is someone available to take a message for you

**Email:** jane@yahoo.com

Provide an email address (it looks more professional to use an email address with your name in it, rather than one you use with friends e.g. [sugar\\_coated@hotmail.com](mailto:sugar_coated@hotmail.com))

# Resumé/CV Writing



## Resumé Structure



Objective/Personal Statement:

- *Stating your desired job/field*
- *What can you contribute in a field*
- *How will it add value in the organization*
- *The material following should support your objective*
- *The objective should be as short as possible, and not include such phrases as “challenging position”, “utilizing my skills”, “growth potential”, “room for advancement”, etc.*
- *For a specific job opening, always use the employer’s job title for that position.*





# Resumé/CV Writing



## ✓ Resumé Structure: Objective Sample

### Career Objective

After successfully completing my Year 12 in the area of maths and science, I am now focusing on a career in microbiology. While pursuing specialist science subjects at university, I am seeking a position that can help develop my practical lab skills and statistical analysis.

- A career objective explains what you're looking for and what you can offer, and shows that you've thought about what kind of work you want to do
- If this is your first job after high school you could reflect upon subjects you studied at school and any work experience you've done
- Keep it brief (one or two sentences) - it can be written specifically to suit each job you apply for or it can be more general to suit your overall career or job goals

# Resumé/CV Writing



## ✓ Resumé Structure



Skills and Abilities:

- Any skills or those related to the job
- Computer system proficiency
- Language proficiency
- Research



# Resumé/CV Writing



## ✓ Resumé Structure: Skills Sample

### Skills & Abilities

#### IT Skills

I further developed my practical science skills through work experience placements as a laboratory assistant in 2002.

I am an avid reader of scientific publications and journals and am specifically interested in the areas of microbiology and genetics.

Here you can include:

- Activities at school - both academic and extra-curricular
- Specific areas of skill e.g. administration, communication
- Helping family or friends
- Community work
- Your interests and hobbies
- Your social and personal strengths

through a range of projects undertaken in Years 11 and 12 (in both biology and geography streams). I continue to develop these skills through my university studies.

are good at - or better at - than most of your family to make the list for you - think about general skills as well as specific, job-related skills and abilities

# Resumé/CV Writing



## Resumé Structure



### Education:

- *Include the degrees, you have received, in reverse chronological order*
- *Be sure to include the name of each institution, its location, and your date of graduation (or expected date of graduation)*
- *When applicable, include your major/minor fields, as well as your GPA and any honors, publications, projects, etc.*



# Resumé/CV Writing



## ✓ Resumé Structure: Education Sample

**Education & Training**

**Sample B**

**Education**

<b>2005 - present</b>	<b>Bachelor of Science (Biology) MONASH UNIVERSITY</b>
<b>2004</b>	<b>Victorian Certificate of Education HIGHFIELD SECONDARY COLLEGE</b>

**Skills developed**

Sharpened my scientific research skills through my Year 12 project - a study of genetic mutations of the common fruit fly (*Drosophila melanogaster*)

Achieved high distinctions in the areas of:

- Statistical analysis
- Scientific modelling
- Research methodology

Developed strong leadership skills as Class Captain in 2002 and through leadership roles as student advisor to junior school students in 2003

**2001** Member - CSIRO's Double Helix Science Club

If you don't have a strong work history you can use this section to demonstrate your academic achievements and soft skills.

# Resumé/CV Writing



## ✓ Resumé Structure



### Work Experience:

- *In reverse chronological order*
- *Jobs, internships, volunteer work*
- *Name of the company, position, date of employment*
- *You can include a **volunteer experience section** to convey your leadership, communication skills, etc. List the name of the organization, the dates of your volunteer work, and your achievements.*



# Resumé/CV Writing



## ✓ Resumé Structure: Work Experience Sample

### Work Experience

#### School Work Experience

June 2002

**Laboratory Assistant**  
**BUSH AND ALLEN**  
**Core skills:** preparing slides and samples, data analysis and documentation, stock control

June 2001

**Research Assistant**  
**CSIRO**  
**Core skills:** statistical analysis, data collection and collation, questionnaire development, conducting library and database searches

- List any work experience you've completed e.g. formal work experience programs at school. Start with the most recent and work back from there
- You can highlight key skills and abilities by listing specific tasks
- It's useful to list current or past part-time and casual positions too - even if these are not related to the type of work you're now seeking

# Resumé/CV Writing



## Resumé Structure



Interest:

- *You can also include a section on your hobbies and interests if they relate to the position.*
- *For example, if you are applying to work at a sporting goods store, you can mention your interest in that.*



# Resumé/CV Writing



## ✓ Resumé Structure: Interest Sample

### Interests

**Swimming** - member of the Highfield Swimming Club

- Writing a bit about what you do in your spare time helps an employer get to know you. It's another chance to draw attention to your abilities and achievements
- Include things like team memberships, long-term interests and any informal training you've done through a social club or community group






**Scientific research and investigation** - I am a member of several science-related chat rooms and bulletin boards and have developed my own webpage that focuses on both my scientific and other interests - [www.ozemail.com.au/janesmith](http://www.ozemail.com.au/janesmith)

**Cooking** - Asian food in particular

# Resumé/CV Writing



## Resumé Structure

-  Referee or references
-  Colleague, team mate, teacher, supervisor
-  Up-to-date contact details of referee
-  Inclusion after permission
-  Enclosed reference letters

# Resumé/CV Writing



## ✓ Resumé Structure: Referees Sample

### Referees

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**Jenny Small**

Science Teacher, Highfield Secondary School  
Mobile: 0455 676 102

**Terry Underwood**

Teacher, Highfield Secondary School  
Phone: 03 9567 4444

(Written reference enclosed)

#### Who can be a referee?

Someone who knows you well, like a colleague, team-mate, coach, mentor, teacher or another member of the community you've worked with or helped out

#### Including referees

Make sure you provide up-to-date contact details for your referees and make sure you get permission from them before including them in a resume

It also helps to tell referees a bit about the job you're applying for so they can think about how your skills and abilities will be relevant








#### Written references

Written references are very useful to add to your resume to highlight your skills. Ask potential referees to write you a reference that describes your best skills and qualities

# Resumé/CV Writing







## Resumé Guidelines [1/3]

-  Length: one page or two pages max
-  Font & size: Times New Roman, Arial, Calibri with 10-12 points, easy to read
-  Page margins: 1 from all sides
-  Uniformity in layout
-  Points to avoid: unless the position requires, avoid personal information such as birthday, weight, height
-  Check for accuracy
-  Itemize your achievements with bullets to avoid the use of first person I (egocentric)

# Resumé/CV Writing







## Resumé Guidelines [2/3]

-  Include all your contact information so that the employers can reach you easily
-  Your resumé keywords should match the keywords of job description
-  Select the resumé format which suits your background and experience
-  Most important experience should be listed first with key accomplishments

# Resumé/CV Writing



## Resumé Guidelines [3/3]

-  Objective should match the job you are applying for
-  Use a resumé template as a starting point for creating your own resume
-  Follow the employer's instructions for sending the resume either MS Word or PDF
-  Resumé example before preparing your own



## Sample Chronological Résumé

### John Doe

222 Market Street  
Lewisburg, PA 17837  
570-524-0000  
Doej@aol.com

**OBJECTIVE** To obtain a position in corporate legal services with ABC Company

**EDUCATION** **Bucknell University**, Lewisburg, PA  
Bachelor of Arts  
Anthropology  
May 2005

### RELATED EXPERIENCE

**Intern** 1/05-5/05  
Komisarow, Baach & Snouffer, P.C.  
Milton, PA

- Researched new healthcare law
- Balanced firm's general ledger, handled press releases and various administrative responsibilities

**Teaching Assistant**, Introduction to Law 8/04-5/05  
Bucknell University  
Lewisburg, PA

- Evaluated 60 students on weekly papers
- Led class discussions one day per week
- Assisted professor with creating and evaluating exams

### WORK EXPERIENCE

**Manager** 11/01-5/03  
Lewisburg Freez  
Lewisburg, PA

- Trained, reviewed, and supervised 20 employees
- Evaluated and ordered \$100,000 inventory
- Balanced four cash drawers and made nightly deposits

### LANGUAGES

- Fluent in Spanish
- Microsoft Office, Macromedia Dreamweaver and Flash, Adobe Photoshop

### ACTIVITIES

Volunteer, Sunshine Nursing Home 6/02- present  
Member, Phi Theta Kappa 8/03 – present



## Sample Combination Résumé

**John Doe**

222 Market Street  
Lewisburg, PA 17837  
(570) 524-0000  
Doej@aol.com

### Summary of Qualifications

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- Motivated marketing professional with 12 years of proven success.
- Demonstrated ability to assess and address client needs to develop strong client loyalty.
- Recipient of two "Employee of the Year" awards
- Strong team player with 8 years of management experience.

### Professional Experience

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#### Marketing

- Generated a \$1,000,000 new client base.
- Developed "The Leading Edge" television campaign for Rocko Sports.
- Created the Nike "swish."
- Successfully maintain an existing client base of over 100 Fortune 500 companies.

#### Accomplishments

- Promoted to Lead Marketing Manager after 6 months in current position.
- Recognized by peers and clients for outstanding service, for two consecutive years.
- Consistently exceed marketing plan goals by 10 percent per year.

#### Management

- Train and supervise a team of 20.
- Interviewed, selected and trained 100 volunteers.
- Conduct performance reviews and professional development activities.

### Work History

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<b>Lead Marketing Manager</b> Market Yourself, Inc., Harrisburg, PA	2000-Present
<b>Marketing Manager</b> Markets-R-Us, New York, NY	1998-2000
<b>Marketing Coordinator</b> American Red Cross, New York, NY	1996-1998

### Education

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**Bucknell University**, Lewisburg, PA  
Bachelor of Arts  
Sociology

### Volunteer Experience

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<b>Big Brothers/Big Sisters</b>	2000-Present
<b>Habitat for Humanity</b>	2002



# Resumé/CV Writing



## Resumé and CV Comparison [1/2]



CV: An outline of a person's educational and professional history usually prepared for:

- faculty positions at colleges and universities
- research-intensive positions at, e.g., research institutes
- fellowships, grants, or awards, etc.



One difference is of length because a CV is detailed







CV provides a summary of

- Educational background
- Teaching/research experience
- Publications/presentations
- Academic awards/honors

# Resumé/CV Writing



## Resumé and CV Comparison [2/2]

-  Usually expected to be received by employers in Europe, Middle East, Africa, Asia
-  In US, CV is used to apply for academic, scientific or research positions
-  Concise, accurate and truthful
-  A CV needs to be ordered according to the job description (teaching vs research)

# Resumé/CV Writing



## What to include in CV? [1/3]



• Complete contact information



• Professional/research objective



• Education/academic background

- Postgraduate work

- Graduate work/degree(s), major/minors, thesis/dissertation titles, honors

- Undergraduate degree(s), majors/minors, honors

# Resumé/CV Writing



## What to include in CV? [2/3]



Scholarship/Fellowships



Research and Scholarly Activities:

- Journal articles
- Conference proceedings
- Books chapters in books magazine
- Articles papers
- Presented/workshops
- Work currently under submission or in progress



Academic Certifications



Professional Memberships

# Resumé/CV Writing



## What to include in CV? [3/3]



Technical and Specialized Skills



Academic/Teaching Experience

- courses taught, courses introduced
- innovation in teaching
- teaching evaluations



Academic and Research Interest



Foreign Language Skills



Volunteer Work



References



## PERSONAL INFORMATION

## First Name Middle Name Last Name



City, St#, Town, z Road, City, Country

+82 51 xxxxxxxx +82 345 yyyyyyy

first\_name.last\_name@math.gau.edu.pk

name@comsats.edu.pk

name@gmail.com

http://about.me/abcabc

name@skype

Sex: Male | Date of birth: 03/04/1989 | CNIC: xxx-xx-xxxxx

Preferred Position

Assistant Professor

August 2017 – Present

## In Charge

Office of Hybrid Learning  
COMSATS Institute of Information Technology, Virtual Campus, Islamabad, Pakistan | [www.vcomsats.edu.pk](http://www.vcomsats.edu.pk)

Primarily a Research and an Advisory cell to provide oversight to hybrid course model, delivery and content design

- Leading a team of Content Experts, Instructional Design Professional, Computer Graphics expert, IT Specialists and Supplementary Instruction Leader
- Making arrangements for faculty development
- Supporting student ICT literacy
- Refinement of courseware
- Analysis of existing practices gauged against successful practices and recommend best practices to moderators, course recorders, IT Specialists, video editors and quality enhancement cell

March 2013 – Present

## Research Associate

Mathematics Department  
COMSATS Institute of Information Technology, Virtual Campus, Islamabad, Pakistan | [www.vcomsats.edu.pk](http://www.vcomsats.edu.pk)

- MSc Projects supervised:
  - Theorem of Maria Pia Soler
  - Non-exhaustive Properties of Multiplicative Groups of Matrices
  - Axiom of Choice: Equivalents and Implications
  - Current trends in Quantum Logic
  - Summing the Divergent
  - Language of the Universe: The Mathematics of Thermodynamics
  - A Comparison of Set Theories
  - Physics by SLI(2)
  - Automorphisms of General Linear Group
  - An Overview of Intuitionistic Logic
  - Extensions of Real Numbers
  - Constructive Calculus
- Courses moderated:
  - Analytical Number Theory, Measure Theory, Operations Research, Introduction to Hilbert Spaces, Functional Analysis, Business Mathematics, Partial Differential Equations, Mathematical Statistics, Business Mathematics and Statistics, Statistical Inference, Algebra, Real Analysis
- Seminars delivered:
  - Why intuitionistic logic is de-constructive
  - Fixed Point Theorems in Topology: Applications
  - The counter-intuitive applications of Harmonic Series

- Limits and Randomness of Reason
- Alexander Grothendieck: The Man
- Mathematics and the formalism of Quantum Mechanics
- 1, 2
- Best teacher award (thrice)
- HEC's 20th Master Trainers Faculty Professional Development Program
- Extra duties:
  - Department Representative (2<sup>nd</sup> tier management)
    - In-Charge documentation
      - Prepared Concept Paper for introduction of B.S. Statistics Programme
      - Prepared proposal and framework for Hybrid Learning
  - Member Department Academic Review Committee
  - Member Reading Group
    - Participated in various book discussions ranging from neuroscience, quantum mechanics, mathematics, philosophy and seminal works in Victorian, modern and post-modern literature.

October 2012 – November 2012

## Subeditor (intern)

Scientific Office  
Pakistan Council for Science and Technology, Islamabad, Pakistan | [www.pcst.org.pk](http://www.pcst.org.pk)

- Chiefly appointed as subeditor for PCST's journal *Science, Technology and Development*
- Copy edited and proofread research papers
- Homogenised technical content according to referees' reviews
- Verification of *Directory of Productive Scientists of Pakistan 2012*
- Organised opening ceremony for *Science and Innovation Policy, Pakistan, 2012*

Sector: Government, Publishing, Research

March 2011 – September 2012

## Subeditor

Magazine Department  
UTrade (Pvt.) Ltd., Islamabad, Pakistan | [www.utrade.co](http://www.utrade.co)

- Chiefly appointed for editorial work of UTrade's magazine
- Copy edit, technical edit and design edit of articles
- Supervised research team of journalists/writers for articles
- Wrote editorials
- Finalised content, design and flow of magazine
- External and internal coordination as head of magazine department
- Also played vital role in writing legal documents, circulars, newsletters and memoranda for UTrade's internals

Sector: Publishing media

December 2009 – June 2010

## Lab Conductor

Electrical Engineering Department  
COMSATS Institute of Information Technology, Islamabad, Pakistan | [ciit-isb.edu.pk/default2.aspx](http://ciit-isb.edu.pk/default2.aspx)

- Course: *Introduction to Computer Programming*; Language: C++
- Conducted lab sessions for the course.
- Checked programmes and projects; conducted and checked quizzes and assignments
- Delivered proper lectures

Sector: Academia

April 2009 – February 2012

## Chief Editor, English section

Synergy (university magazine)  
COMSATS Institute of Information Technology, Islamabad, Pakistan | [ciit-isb.edu.pk/default2.aspx](http://ciit-isb.edu.pk/default2.aspx)

- Edited, wrote and finalised articles
- Wrote editorials
- Finalised content, design and flow of magazine
- Team leader and internal and external coordinator

Sector: Publishing

## EDUCATION AND TRAINING

January 2018 – Present

## PhD Interdisciplinary Applied Mathematics and Mathematical Physics

College of Mathematics, Natural Sciences and Technology | <https://omst.dsu.edu/>

Delaware State University, United States of America

Fulbright Scholar

February 2014 – February 2016

## MPhil (Pure) Mathematics

Quaid-i-Azam University, Islamabad | [www.qau.edu.pk](http://www.qau.edu.pk)

Thesis: Operator Algebra and the Foundations of Quantum Mechanics

Supervisor: Dr. Tayyab Kamran, Professor, Dept of Mathematics

CGPA: 3.8

## Publications:

- Malik, A.N. & Kamran, T. Non-isometric involutive anti-automorphisms. arXiv:1603.08498
- Malik, A.N. & Kamran, T. Quantum Stud.: Math. Found., Springer (2016). doi:10.1007/s40509-016-0062-8

Tuition fee waiver

Subeditor for Department Magazine

Recipient of Prime Minister's Laptop

February 2008 – February 2012

## BS Mathematics

COMSATS Institute of Information Technology, Islamabad | [ciit-isb.edu.pk/default2.aspx](http://ciit-isb.edu.pk/default2.aspx)

CGPA: 3.28

Thesis: Engineering Deutsch-Jozsa Algorithm via Bragg Regime in cavity QED

August 2005 – August 2007

## A level

OPF Boys College, H-8/4, Islamabad | [www.opfcollege.edu.pk](http://www.opfcollege.edu.pk)

Biology, Mathematics, Chemistry, Physics

## INDEPENDENT COURSES

## Coursera, Critical Thinkers Academy

<http://www.coursera.org>, <http://www.criticalthinkersacademy.com>

Game Theory, Critical Thinking, Quantum Optics, Quantum Mechanics, Quantum Computing,

Graph Theory, Machine Learning, Big History, Quantum Logic, Model Thinking

## PERSONAL SKILLS

## Mother tongue

Urdu

## Other language(s)

ENGLISH (FLUENT)

GERMAN (BEGINNER)

## Communication skills

Developed over the years with exposure and interest in classics and philosophy. Matured in my undergraduate uni when I was appointed as Chief Editor for my university magazine, Synergy (sixth edition)

I developed some expertise on the following software and languages while doing some freelance projects:

- Adobe Photoshop, Joomla!, Dreamweaver, Artisteer, Microsoft MapPoint
- C++, PHP, HTML, CSS, Java

During my university tenure, I had to develop expertise for the following:

- LaTeX, Matlab, SPSS, Mathematica, Scientific Workplace

In addition, I learned how to use CorelDRAW during my tenure at UTrade (Pvt.) Ltd.

## ADDITIONAL INFORMATION

## Conferences, Workshops and Certifications

- Workshop on Contemporary Topics in Analysis, Algebra and Geometry, 2017, organised by Abdus Salam School of Mathematical Sciences – Participant
- HEC's 29<sup>th</sup> Master Trainers Faculty Professional Development Program, 2016, organised by Learning and Innovation Division, HEC – Participant
- 3<sup>rd</sup> National Conference on Mathematical Physics, 2017, organised by International Islamic University, Islamabad – Speaker. Talk title: *Orthomodularity and incompatibility of relativity and quantum mechanics*
- International Conference and Workshop on Nanoscience and Technology 2012 in Quaid e Azam University – speaker. Talk title: *Engineering Deutsch-Jozsa Algorithm with Flying Qubits*
- Contemporary Physics Workshop 2011 at COMSATS Institute of Information Technology – organiser and speaker. Talk title: *Limits and Randomness of Reason*
- Quantum Information Summer School, 2010, organised by Habib University, Karachi – Participant
- 6<sup>th</sup> International Symposium on Quantum Optics 2011 by Centre for Quantum Physics in

Pakistan Academy of Sciences – Participant

- International Conference on Mathematical Physics, November 2015, Quaid-i-Azam University – Participant

- National Symposium on Quantum Information Processing 2012, organised by COMSATS – Participant

- Nathiaji International Summer School 2011, organised by National Centre for Physics and Pakistan Atomic Energy Commission – Participant

- Spring Workshop on Graph Theory and Combinatorics 2012, organised by Lahore University of Management Sciences – Participant

- Discover, 2010, business idea competition organised by NUST – Participant

- Seminar on brand management, delivered by Brand Manager of Mobilink – Participant

## Awards and Honours

- Fully funded PAEC Talent Fellowship for BS
- Fulbright Scholarship Grantee 2017 Cycle
- Best Teacher Mathematics Fall 2014, Spring 2014, Spring 2016
- Honorary Associate Editor for research journal *Science, Technology and Development* since October 2012
- COMSATS high achievers' scholarship (twice)
- Consecutively won HEC's indigenous scholarship for MS leading to PhD in 2012 and 2013
- Intrauniversity debating champion 2011
- Founding and executive member of COMSATS Students Science Society and Science Café





## Interests

- Literature, Arts, Philosophy
- Science
- Hiking, Swimming
- Movies, Music

# Resumé/CV Writing



## Checklist [1/4]

-  • I have listed awards, honors, certificates, licenses, accomplishments, etc.
-  • Personal data is not included, e.g., age, marital status, etc.
-  • My degree title is spelled out and in bold, e.g., **Bachelors of Science**.
-  • The organization of my CV/resumé emphasizes the key points I want to stress.











# Resumé/CV Writing








## Checklist [2/4]

-  • The content of my CV/resumé matches my career objective.
-  • I emphasize/highlight my abilities, skills and accomplishments.
-  • I use active power verbs to describe my work experiences/skills.
-  • I use proper text tense (current work/present tense, previous work/past tense).
-  • An employer can quickly scan and find information easily.
-  • I have added a skill or related courses section to further support my objective.

# Resumé/CV Writing






## Checklist [3/4]

-  • Dates of work and job titles are clearly highlighted/emphasized.
-  • Categories are clear with text bulleted or indented to create eye appeal.
-  • Type style and font size is consistent throughout (no smaller than 11 point font).
-  • Margins, spacing, bolding, bullets, punctuation, date formats, and abbreviations are consistent.
-  • I have avoided as much as possible using personal pronouns such as “I” or “me”.

# Resumé/CV Writing



## Checklist [4/4]

-  There is a nice balance of information (it doesn't look crowded or empty).
-  I have proofread my CV/resumé for typos, spelling and grammatical errors.
-  List of references are on a separate page, to accompany my CV/resumé if required.



# Resumé/CV Writing



## Online CV Resumé Builders



• <https://cvmkr.com/>



• <https://www.resume.com/>



• <https://www.yourcvbuilder.com/>

# Resumé/CV Writing



✓ Online CV Resumé Builders: <https://cvmkr.com/>

The screenshot shows the CVMaker website in a web browser. The address bar displays "Secure | https://cvmkr.com". The website has a blue header with the text "Create, maintain, publish, and share your CVs for free". On the right of the header, there are links for "English" and "Login / Signup". The main content area has a large blue background with the text "cvmaker" and "12,691,202 downloads" and "4,956,884 saved CVs". Below this, it says "Create beautiful, professional resumes in minutes, **free**." and a button "Create a cv now". A sample resume for "Thomas Anderson" is displayed, showing fields for contact information, objective, computer skills, and references. At the bottom, there are social media links (Like, Tweet, Share) and a section for "A wide range of templates to choose from" showing two different resume templates.

Secure | <https://cvmkr.com>

Create, maintain, publish, and share your CVs for free

English Login / Signup

cvmaker 12,691,202 downloads 4,956,884 saved CVs

Create beautiful, professional resumes in minutes, **free**.

Create a cv now

**Thomas Anderson**

956, 31st Street  
NYC - 10001  
United States

E-mail:  
thomas@thecompany.com  
Website: <http://cvmkr.com>  
Phone: (123) 456 789  
(456) 789 123

**OBJECTIVE** "I can work independently using my own initiative or as part of a team."

**COMPUTER SKILLS** Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

**REFERENCES** References available upon request.

**COMPUTER SKILLS** Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

Your resume in your language  
Simple, quick & absolutely FREE

Like 11K Tweet Share 648

Already have your resumes on CV Maker? Login now

THE HUFFINGTON POST Mashable lifehacker app7storm KillerStartups Recruiter NEWYORKPOST

A wide range of templates to choose from

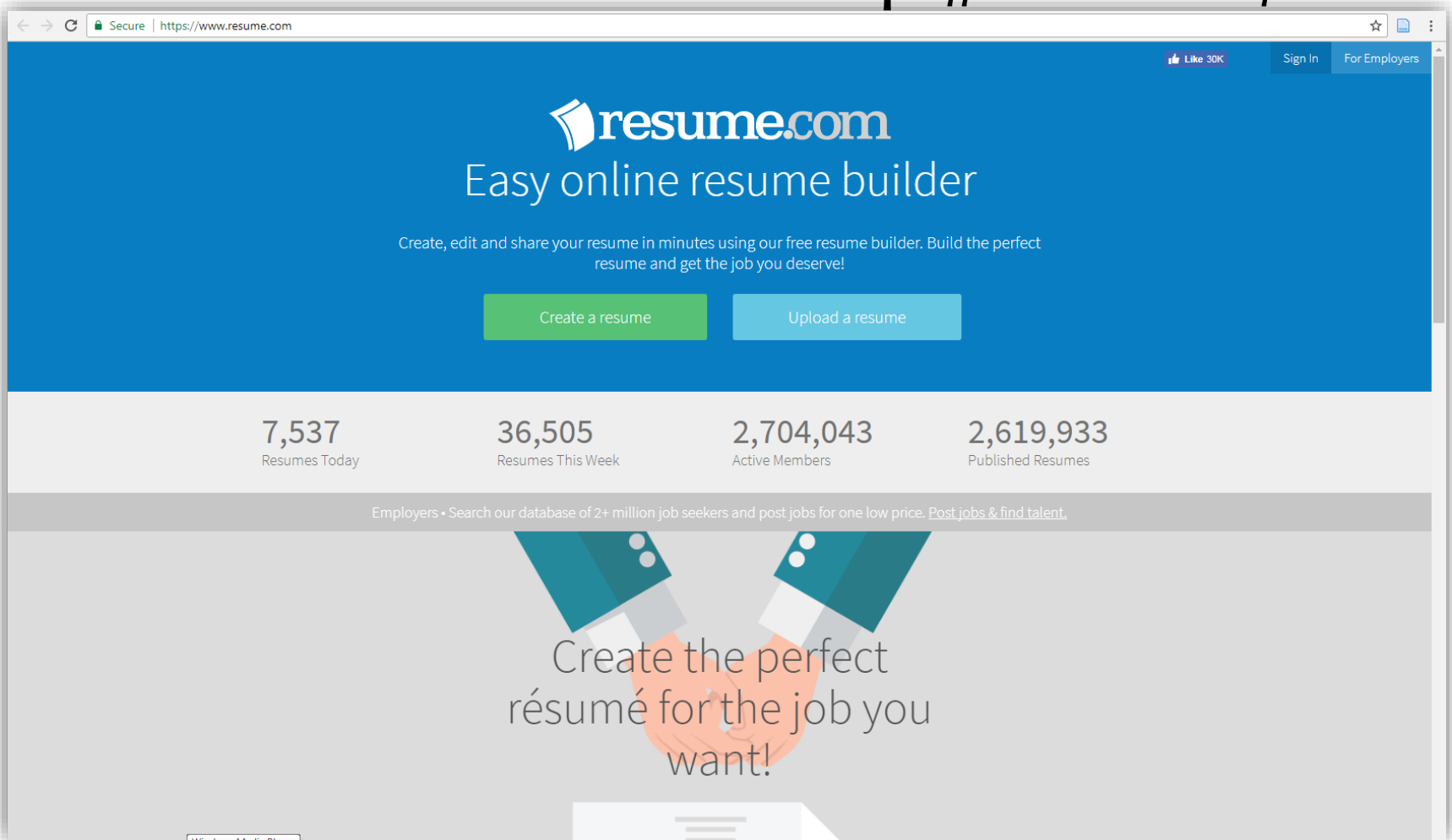
Thomas Anderson

Thomas Anderson

# Resumé/CV Writing



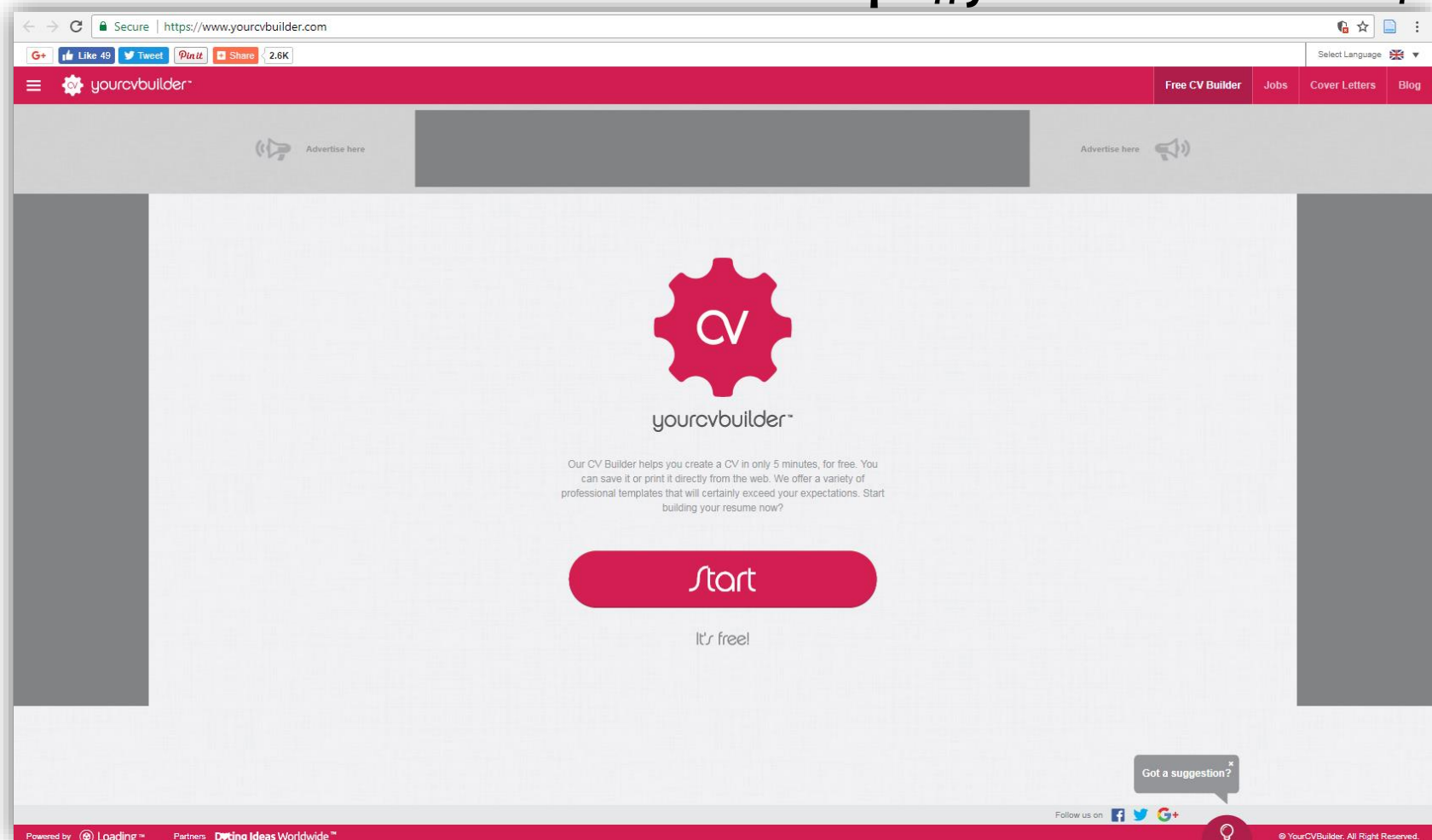
✓ **Online CV Resumé Builders: <https://resume.com/>**



# Resumé/CV Writing



✓ Online CV Resumé Builders: <https://yourcvbuilder.com/>



# References

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- <http://jobsearch.about.com/od/includeinresume/a/resume-guidelines.htm>
- <http://jobsearch.about.com/od/resumetips/tp/resumetips.htm>
- <http://youthcentral.vic.gov.au>
- [www.bucknell.edu/alumnicareerservices](http://www.bucknell.edu/alumnicareerservices)



# Conclusions

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- Basics of Resumé
- Basics of CV
- CV and Resumé Comparison
- CV and Resumé Guidelines