

Résumé Writing

Course Code: CS3953

Technical Writing

University of Moratuwa

CV vs Resume

CVs and Resumes are sometimes used interchangeably. However, there are several differences in the content and the format.

CV	Resume
In-depth information of the candidate to showcase his/her profile & background	Brief summary of the candidate, customized to apply for specific jobs/ requirements
Emphasis given on academic & professional accomplishments	Emphasis given on skills
Between 2-4 pages (may exceed depending on experience)	Between 1-2 pages (preferably 1 page)
Information stated in a reverse chronological order without any information gaps	Information customized to the position/ requirement
Formal layout	Customizable & creative
All Academic & Professional Qualifications, Experience, Extra-curricular Activities, Memberships, Publications, Awards, Skills etc., included	Only the most relevant Skills, Experience, Academic & Professional qualifications included

Résumé Writing

It is a written record of your education, qualifications, current & previous occupations, experience & skills, which cater to a specific job role/ application.

When writing your Résumé :

- Provide information in reverse chronological order
- Number the pages (Ex. 1/2, 2/2)
- Ideally limit it to one page (maximum 2 pages)
- Do not use full sentences. Instead use bullet points
- Maintain uniformity
- Keep the font size either 11 or 12 (Your name can be mentioned on the top of the page in a slightly bigger font size)
- Use professional theme fonts such as Arial, Times New Roman or Calibri ((if you are a creative type in a creative field, you can make it an exception.))
- Keep it simple, comprehensive and professional. (Use only Bold, Underline etc., to highlight sections.)
- Avoid using unnecessary words
- Use a simple and professional background theme

Sections to include in your Resume

Personal Information:

Include your contact details. If available, provide links to your professional networking sites such as LinkedIn. But make sure your account is up-to-date. If you are including a photo make sure you look professional.

Personal Statement/ Summary:

Give a very brief introduction to yourself with one to two lines stating who you are and what you are looking for/ what your aspirations are.

Work Experience:

Mention relevant work experience or internships that you have undertaken, in a reverse chronological order. Start with the most recent job and go backward. Include some details of the current job and the previous job such as the job description/ job responsibilities in one or two lines but avoid going into a lot of details. If you do not have much experience, it is better to mention your education qualifications before work experience.

Education Qualifications:

Showcase your academic accomplishments, starting from your most recent academic program and go backward. (Exams such as the grade 5 scholarship examination is irrelevant. Mention only the qualifications relevant to the job applied for)

Sections to include in your resume cont.

Key Achievements/ Extra Curricular Activities:

Describe what you have achieved outside academic work. This can include awards, prizes and office-bearing positions that you have achieved outside your curriculum.

Publications:

If you have any published work related to the field, list them all down in this section.

Interests/ Memberships of Professional Organizations:

Include interests if they are only professionally relevant. (Ex. If you have a background as a writer or editor, it is worth highlighting interests such as blog writing and review writing). You can insert a section for memberships if you are part of professionally relevant clubs and societies.

Skills:

Include skills that are most relevant to the job that you are applying for/ the field that you are in.

Ex: Microsoft Office, Design Skills, Adobe, Photoshop etc.

References (Optional):

Include only if requested (References are now compiled as a separate one-page document that is annexed with your Resume or CV)

What to be mindful of:

Discuss:

Age/Date of Birth : Owing to the practice of ageism, to prevent/ protest discrimination on the basis of age, many do not include the age

Gender : To prevent/ protest sexism and discrimination on the basis of gender, many do not include gender

Race, Religion & Nationality : To prevent/ protest racism and discrimination on the basis of one's race, religion & nationality, many do not include such information

Marital Status : Not necessary.

Family & Family Background : Irrelevant

Photograph : Include if relevant & necessary

Disabilities : Not necessary

When applying for foreign jobs/ scholarships :

- You may need to include Nationality/ Current Visa Status
- If your qualifications are not well known to others, you may need to describe them
Ex. Diploma in Education equivalent to the first year of a BA Degree in Education

Maintaining Uniformity

Apart from maintaining uniformity in terms of the font, font size and layout etc., pay attention on maintaining uniformity of the language style. Discuss the across out sections below.

News Editor

2017 - Present

The Sunday Leader, Leader Holdings, No. 44, Gilferd Crescent

Job Responsibilities: Overlooks~~s~~-ing the delivery of news feature articles of the News Department

~~Responsible of~~ selecting weekly articles to be featured

Assigning weekly articles to the news team

Proofreads~~s~~-ing weekly articles

News Reporter

2015 - 2017

Real Radio, affiliated with Voice of Asia Network, Colombo 03

Job Responsibilities: Attending press conferences

~~Responsible of~~ finding local news for daily bulletins aired hourly

Editing voice cuts to be aired along with news

Maintained~~d~~ -ing constant communications with the News Department

Sample Résumé

Aru Nadaraja



+94(0)77 915 6156



a_nadaraja@outlook.com



PERSONAL STATEMENT

As an independent individual intending to continue my career as a writer, I wish to work in the mainstream media in Sri Lanka without prejudice, and give my fullest to its progress and development - while at the same time contributing to the upliftment of the social, political, economic and environmental condition of the country I live in

MEMBERSHIPS

- Poetry Pillau – Poetry Club based in Colombo
- Kingston University Writers' Alumina

KEY SKILLS

- Communication skills in three languages: Tamil, Sinhala, English
- Computer skills: Microsoft Office, PowerPoint, Adobe Photoshop, Spreadsheet

EDUCATION QUALIFICATIONS

- | | | |
|-------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2013 – 2015 | : | MA in Communications & Journalism
Kingston University, London, UK
With Commendation
Thesis Topic – Influence of Social Media Platforms on the Mainstream Media (with a focus on selected mainstream media institutes in the South Asia.) |
| 2009 – 2012 | : | BA General in Journalism
University of Colombo, Sri Lanka
With 3.0 GPA
Focus – Print and Electronic Media |
| 2008 | : | Successfully completed GCSE A/L |
| 2005 | : | Successfully completed GCSE O/ |

PROFESSIONAL EXPERIENCE

- | | | |
|----------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2015 – Present | : | Writer
TechAdvisor.lk (Tech Blog)
Description: Attending events and writing articles related to technology, and updating tech news on the website |
| 2015 – 2016 | : | News Reporter
Real Radio, affiliated to Voice of Asia Network, Colombo, SL
Description: Attending press conferences and finding up-to-date news |
| 2014 – 2015 | : | Intern Writer
Kingston University Press, London, UK |

EXTRACURRICULAR ACTIVITIES & ACHIEVEMENTS

- | | | |
|-------------|---|-----------------------------------------------------------------------------------------------------------------------------|
| 2014 – 2015 | : | Co-editor of the Kingston University Magazine 'Ripple' |
| 2011 – 2012 | : | Editor of the Colombo University Newspaper
Award for Best Reporting |
| 2013 | : | Article Publication in the Kinston University Newspaper on 'Conflicts due to forming identities based on religion and race' |

Thank You