

## UNIT VII: CURRICULUM VITAE OR RÉSUMÉ

### Objectives:

- Learn what a CV is and what to include in it
- See various kinds of CVs
- Prepare own CV

### Discussion Questions

Work in groups to discuss the answers to the following questions

1. What is résumé?
2. Who is going to read your CV?
3. Why does s/he need to read your CV?
4. How do you produce a good résumé?
5. What components should a basic CV have?

## 2. Comparing CVs

## Reading

Marek is reading the applications again to shortlist candidates for a second interview. Here are the cvs of two candidates that he would like to invite to a second interview. Look at them and say:

1 Which presentation is more effective? Look at:

- layout
- font
- order of information.

2 Which of the two candidates:

a is better at languages?

b has spent longer abroad?

c has better academic qualifications?

d is more experienced with Microsoft Office?

3 Who seems more suitable for the job? Why?

### Anna Musgrove

#### Personal Information

Name Anna Musgrove  
Address 19 High Street, Ealing,  
London  
Telephone 01817597596  
Date of Birth 14th November 1977



Qualifications  
A levels in French, English, and Art 1995  
RSA Diploma in Office Management 1997  
Certificate in Microsoft Office (after  
two-week in-service course) 1999  
Studying for a certificate in commercial  
French at the Alliance Francaise Present

Languages Polish: bilingual  
French: fluent  
Spanish: GCSE(B) 1996:

Work Experience Au pair in France 1996  
Travel agency 1997  
PA to the Sales Manager 1998-  
in a large Sportswear present  
company

Interests I enjoy travelling and speaking foreign  
languages.  
I collect recipes from different parts of  
Europe.  
I take part in the London Marathon  
every year (last year I came 400th).

Name: Susan Williams

Address: 10 Palace Street,  
Guildford,  
Surrey

Telephone: (01483) 651300

Date of Birth: 24 March 1979

#### Qualifications

1999: Certificate in Office practice  
1998: I took GCSE French and Spanish  
1995: 6 subjects at GCSE

#### Work Experience

1998 - present: Selling advertising  
space by telephone for  
European journal.  
1998: Six months as a PA.  
1997: One year working in a  
bar in Spain.  
1996: One year as an au pair  
in France.

#### Other Relevant Experience

I speak French fluently and have a very  
good level of Spanish.

I am an accurate typist and have experience  
of a few word processing packages.

#### Interests

Travelling and music (I sing in a band)

## 3 CV (Information Exchange)

A curriculum vitae

Sheet A

This CV is not complete: you have only half the information. The other half is on sheet B. Work with a partner who has sheet B and complete the CV by asking questions. Your partner will also ask you questions. Follow these two rules:

1. Speak only in English
2. Don't show your CV to your partner until you have finished

## CURRICULUM VITAE

Name: Jonathan R Porter

Address: \_\_\_\_\_  
\_\_\_\_\_Telephone: Home: (032) 123 4567  
Office: (\_\_\_\_\_) \_\_\_\_\_Date of birth: 15<sup>th</sup> June 1965

Nationality: \_\_\_\_\_

Family: Married, two children

Education: 4 "A" Levels: English, French and German 1973;

Computer Studied 1978

BA (Com) University of \_\_\_\_\_ 19\_\_\_\_

Work Experience: 1986 – 19\_\_\_\_  
A \_\_\_\_\_ S \_\_\_\_\_ Manager  
J. B \_\_\_\_\_ C \_\_\_\_\_ Ltd  
\_\_\_\_\_ Road1990-present  
Purchasing Manager  
Well & Good Ltd  
45 London Rd  
Rugby RG2 3QY

Other qualifications: \_\_\_\_\_ in \_\_\_\_\_

Languages: French (good)  
German (basic)

## 4 Examples of CVs

Tevy C. Yaung

Permanent Address

4530 16th Street, NW  
 Washington DC. 20011  
 Tel: 202-291 1461  
 Cell Phone: N/A  
 Email: [ytevy@yahoo.com](mailto:ytevy@yahoo.com)  
 Personal Website: [www.geocities.com/ytevy](http://www.geocities.com/ytevy)

School Address

Liberty University  
 Box 21046  
 1971 University Blvd.  
 Lynchburg, VA 24502  
 Tel: 434-582 3597  
 Email: [tcyaung@liberty.edu](mailto:tcyaung@liberty.edu)

- Objective:** Seeking an entry-level position with a computer company as a consultant utilizing my different skills so that I may aid individuals who have difficulties understanding or troubleshooting issues related to PC's.
- Education:** Liberty University, Lynchburg, Virginia  
 Bachelor of Science Degree in Business
- Specialization:** Management Information Systems and Finance  
 Grade Point Average: 3.17/4.0  
 GPA Major: 3.6/4.0
- Computer Skills:** Word, Excel, Access, PowerPoint, Outlook, FrontPage, Microsoft Image Composer.
- Dream Weaver 4.0, Flash 5, Photo Impact 6.0, PhotoShop 6.0, Adobe Acrobat.
- SQL Server, Database, Java Script, Visual Basic 6.0 / Visual Basic.NET, FTP, HTML, XHTML.
- Operating systems: Windows 98, 2000, NT, **XP**, Macintosh.
- Experience:** Personal Secretary/Update Website  
 June 1999-Present  
 Cambodian Embassy Washington, DC
- Maintain technology to enhance data and information for ambassador and staff.
  - Manage and distribute reports generated in response to account inquiries.
  - Update Website [www.embassy.org/cambodia](http://www.embassy.org/cambodia) and design graphic.
  - Responsible to customer's questions.
- Computer Lab Assistant*  
 August 2001 – April 2002  
 Liberty University Lynchburg, VA
- Tutored/graded tests for students in Intermediate Microcomputer Applications' class.
  - Maintained Network system for 4,000 students on campus.
  - Repaired hardware and responsible for student's questions.
- Administrative Assistant*  
 June-August 2002  
 Micheletti & Associates Manteca, CA
- Direct Bill accounting data entry.

- Courier services, Managed mail in and out.
- Answered the phone.
- Miscellaneous duties.

**Additional  
Information:**

Honored student in essay composition, awarded by United States Achievement Academy.

Traveled to Cambodia, Germany, France, Russia, and Vietnam.

Written and spoken fluency in Khmer, conversational in French and Chinese.

Community service at Liberty University: Web Design for Center for World Missions; Instructor's assistant for Visual Basic.NET class.

**References:**

Available Upon Request.

## RÉSUMÉ

### PERSONAL DATA

**Name:** Sok San  
**Gender:** M  
**Address:** 1035 National Route 2, Chak Angre Loeur, Mean Chey,  
 Phnom Penh, Cambodia  
**Telephone:** Home (023) 721 982  
 Mobile (012) 840 242  
**Date of Birth:** 12 December 1971  
**Place of Birth:** Phnom Penh  
**Nationality:** Cambodian  
**Marital status:** Married

### Position Applied for: Sales Supervisor

### QUALIFICATION

May 2001 (expected) BBA, National Institute of Management, Major: Accounting

### EMPLOYMENT

May 1997-present Part-time Shop Assistant, Pharmacy Olympic  
**Duties:**

- Buy and sell medicine
- List items bought and sold
- Communicate and negotiate prices with customers and suppliers

June 1998-present Part-time Teacher of English **Duties:**

- Teach an English class
- Make lesson plans and correct homework
- Design tests and correct them
- Write a conversation book

Feb-Apr 1999 Marketing Researcher, OMC Company (school assignment)  
**Duties:**

- Developed a questionnaire and interviewed customers
- Accumulated and analyzed data
- Made report and presentation

June 1995-Aug. 1996 Waiter, Heng Lay Restaurant **Duties:**

- Served food and drinks
- Waited in a busy restaurant environment

**OTHER INFORMATION**

Computer: E-mail and Internet, Microsoft Word, MS-Excel, Orgplus 1.0  
Typing: 30 wpm  
Languages: English: Very good  
Mandarin: Excellent speaking, fair writing  
French: basic  
Interests: Current events, communication, traveling, football, and music  
Other Skills: Driving license, Taekwando (yellow belt)

**REFERENCES**

Miss Sor Kamrang  
Shopkeeper, Pharmacy Olympic  
Tel: (012) 840 232  
  
Mr. Heng Sambo  
Marketing Manager, OMC Company  
Tel: (012) 857 560

## CURRICULUM VITAE

## CHAN LINA

# 425, St. 324, Phsar Thmey, Don Penh, Phnom Penh, Cambodia

Tel: (012) 871 365 (Uncle)

PERSONAL DATA

Nationality:	Cambodian	Date of Birth:	31 June 1979
Marital Status:	Single	Place of Birth:	Kandal Province
Sex:	Female		

EDUCATION

1998-present	Teacher training course. Faculty of Pedagogy
1994-1998	BA in Sociology. Royal University of Phnom Penh
1995-1996	Certificate with Honors in Journalism, Royal University of Phnom Penh

WORK EXPERIENCE

1998-present	English Tutor to a group of 15 adults. Use Headway Series and also develop teaching materials.
Feb-Mar 1998	Assistant Researcher for the National Census Project. Helped conduct interviews under supervision of a sociology professor.
Feb-May 1997	Assistant Editor for <i>The Cambodia Events</i> newspaper. Edited articles written by three other volunteer journalists. Also in charge of writing Sports News for the daily edition.

LANGUAGES

Khmer:	Mother-tongue
English:	Excellent
French:	Good comprehension, fair communication

OTHER SKILLS

Microsoft Word, Publisher, Excel, and PowerPoint  
 Administrative and secretarial affairs, basic accounting

REFERENCES

Available upon request.





## Write a Resume That Gets the Job

### Changing Times

*Perhaps the most important writing you'll ever do is writing the "paper you" — the resume to get yourself a much-wanted job. That writing assignment may actually be repeated several times in a lifetime — whenever you want to change occupations. How is it best done? You need to know.*

A personal advertisement ... a condensed self-analysis ... a ledger of your accomplishments ... the paper you. That's what a job resume has been called. As such it's a key part of landing a job. Its purpose is to get you job interviews. To do that, it must attract the attention of prospective employers and interest them in what you have to offer as a potential employee.

"It used to be that people were hired for some jobs by word of mouth," said an employment counselor recently. "Now employers want a resume on everybody from the janitor to the chairman of the board."

Your resume is one of the first things you should get in order when you decide to look for a new job. You'll want to include a copy with every job-hunting letter you mail and with every answer to a want ad. You should have copies available for job interviewers and employment agency counselors. It's also a smart idea to give copies to friends, associates and people you've asked to be your references to bring them up-to-date on your job goals and qualifications so they can help in your hunt.

### ORGANIZING YOUR STORY

A resume is not a full-fledged autobiography but a shorthand sketch aimed at getting your foot in the door. If it works, you'll have time later, in a personal interview, to go into detail about your background. The shape **your** resume takes will depend to some extent on your own experience and qualifications and the sort of job you are looking for. But there are some basic elements that every resume should contain. Present them in a simple, uncluttered, **eye-pleasing outline** form, usually in this priority.

**Identification.** Right up at the top put your name, address and telephone number (office as well as home phone if you can take job calls at work).

**Your objective or job goal.** Handle this carefully. If you're too specific, you could rule yourself out for related jobs you'd actually want to consider. If you are vague about what you want to do, an employer might not bother to try to figure out where he could use you. One job counselor suggests that instead of a specific job title, such as "contract procurement officer," include a one- or two-line summary of your

Inc.

abilities "Comprehensive background in all phases of contract negotiation and administration."

**Work experience.** This is the heart of your resume **Give** it the most space and emphasis, and don't waste time getting to it. Describe briefly the development of your career to date. Work in this information about each job you've held: name and location of the firm (for a small or unknown company identify the type of business; for a giant corporation indicate the department you worked in); dates of your employment; your title and responsibilities if not apparent; and, above all your specific accomplishments, presented so that they are immediately apparent, not buried in a long paragraph.

Examples are money-saving innovations or promotions within one firm. Give the most space to your latest or highest-level position.

There are several ways of presenting this information. You can do it job by job in chronological order, starting with your present or last job and working backward. This format works best for most people and particularly well when you have held a series of progressively better jobs. On the other hand, you can outline your work experience by the kinds of positions you've held, giving first priority to your most important job function, lesser attention to other job functions regardless of actual employment chronology. This is a good idea with occupations where you perform several functions or where there are frequent changes of assignment in each job. Another possibility is to combine features of both formats.

**Education and training.** List your high school or college, degree and major. Also note postgraduate and special training courses or seminars you have completed. Cite special job-related skills, such as knowledge of foreign languages or specialized certification.

If you are a new graduate with little work experience, you might cover your educational background before your work experience. And flesh out the education section with more details to show how your studies and extracurricular activities relate to the work you seek. Note the areas of emphasis in your major.

**Personal data.** This is where you might include information on your age, marital status and health, especially if you think it has a bearing on your application, though in most cases it really isn't necessary. Do include such things as

business, professional, social and civic affiliations; honors and awards; military service; hobbies or outside interests.

**References.** At the end of your resume, include the statement. "References will be provided upon request."

Don't omit any of the sections noted above, no matter how meager you think your material is. The absence of any section will only raise questions and could eliminate you from consideration before you have a chance to explain. There's no reason to dwell on information you consider negative. Put it down in a way that minimizes its importance without misrepresenting the facts. A company sales manager might be embarrassed about being a fifth-grade dropout. But if he omitted any reference to his schooling, an employer would wonder why and might reject him on principle. Included, the fact of curtailed schooling would seem inconsequential in view of his career record, and it just might say something to the employer about his enterprise and initiative.

### PUTTING IT IN WRITING

Should you resort to a professional resume-writer? Given the proper material, a professional can craft for you an attractive resume with an excellent chance of catching the eye of an employer.

But that's only half the job of a resume. It also tells an employer something of a person's ability to marshal and present facts. An employer who recognizes that your resume was professionally prepared may decide not to take the time to test you in some other way. Writing your own covering letter could take the edge off a prepared resume. One personnel manager says that if both a resume and its covering letter are obviously factory-made, he wonders about the job applicant's ability to communicate. If you need advice from a pro, get it, but turn out the basic products yourself.

You don't have to pay for resume-writing help. Look over ones that friends have used to get good jobs. Also check model resumes in books such as these, available in libraries and bookstores: *Job Resumes, How to Write Them, How to Present Them*, by J.I. Biegeleisen (Grosset & Dunlap), and *How to Get a Better Job Quicker*, by Richard A. Payne (Taplinger).

A word of caution about model resumes:

Don't copy the format rigidly; use them as guides to write your own. The personnel director of a large company said he frequently receives — and rejects out of hand — resumes from different job applicants who've obviously used the same model.

Begin by collecting and jotting down on scratch Paper all the data you'll need. Organize the material under the headings of the outline described earlier. Then you're ready to begin writing. Here are some tips to guide you:

- **Be positive.** Demonstrate a confidence in your abilities and your experience. Don't dwell on your adversities. One job applicant explained in her resume that she wanted to leave her present job because she had to get up at 5 A.M. and take three different buses each way to and from work and she was exhausted when she got home at the end of the day. A prospective employer isn't interested in hearing about your problems; he wants to know if you can solve *his* problems. Also, never attempt to build yourself up by knocking a former employer or fellow employee. The only thing negative information can do for you is scotch your chance for the job.

- **Be brief.** One-page resumes are best; two-pagers are okay; longer ones are a poor idea unless there are extraordinary reasons for such length. An employer can't spend all morning studying your resume. Make it easy for him to get at the key points of your background quickly and easily.

- **Stick to the facts.** Avoid flowery adjectives and personal opinions. What counts is what you have done ("Sales volume rose 34% during my control of the department"), not what you think about it ("I feel I contributed greatly to the overall success of the company"). Don't lie. If you can't back something up, don't include it. Even little white lies have a way of tripping you up. Things you fudged on will seem much worse than they are when you have to explain why you tried to hide them.

- **Make yourself clear.** Use correct, straightforward English — active verbs, short and simple words. You needn't use complete sentences, but your phrases should read smoothly. Avoid using stilted language, abbreviations and obscure terms of your trade.

- **Keep things in focus.** Emphasize background and credentials that best establish your qualifications for the work you seek. Tailor your

resume as closely as you can to specific job fields or employers, even if it means writing several versions. For example, if you are interested in landing a job as a research assistant, a copywriter or an English teacher, don't use the same resume for all three jobs. Write separate ones to emphasize your background related to each job goal.

- **Write, rewrite and polish.** Obviously, you'll go through a number of rough drafts before your resume begins to fall into shape. When you think you've come up with a final draft, give it yet another once-over. See whether you can edit it a bit more, cut out every unnecessary word or phrase, and give it that extra punch.

- **Make it neat.** Be sure your resume is expertly typed on standard-sized, good-quality paper. USE underlines and words in capital letters to set things off. Leave lots of white space in margins and between sections of type. Don't try to attract

attention with wild gimmicks or somebody's idea of an unusual format

And make clean, legible copies — by offset pinning or Xerox, for instance, not mimeograph or carbon copies.

The appearance of your resume says perhaps as much about you as its content. One employment manager says about 15% of the ones he receives are rejected purely on the basis of their appearance — full of typos, smeared and smudged, coffee stained. Will your resume identify you as a slob, or as a neat, organized individual with originality and the ability to get essential information across quickly and forcefully?

*Number of words 1780*

### COMPREHENSION CHECK QUESTIONS

- The purpose of a resume was said to be to get
  - properly organized.
  - ready to complete effectively.
  - a job.
  - job interview.
- You're told to
  - be a bit vague about what job you want.
  - summarize your job-related abilities.
  - use a specific job title.
  - stress willingness to learn.
- Be sure to
  - say references will be provided upon request.
  - list at least five references.
  - make no mention of references.
  - list both character and work references.
- Your work experience is spoken of as what part of your resume?
  - core
  - climax.
  - central part.
  - heart.
- One employment manager says he rejects what percentage of resumes purely because of appearance?
  - 10%
  - 15%.
  - 20%.
  - 25%.
- This article is mainly about what aspect of resume?
  - how you should write it.
  - what help you can get from books and professional writer.
  - why you should prepare it.
  - what you should do with it when it's completed.

7. Most emphasis should be on
  - a. neatness
  - b. your education.
  - c. what you've done.
  - d. your attitude.
8. The points are developed primarily by
  - a. citing authorities.
  - b. repetition.
  - c. use of analogies.
  - d. use of details.
9. You would infer that the resume format
  - a. varies widely.
  - b. is firmly fixed.
  - c. still leaves room for originality.
  - d. is dictated by job requirements.
10. You would call this style
  - a. involved
  - b. dramatic.
  - c. informal.
  - d. lively.

## VOCABULARY CHECK QUESTIONS

- |                        |               |                   |             |                    |               |
|------------------------|---------------|-------------------|-------------|--------------------|---------------|
| 1. <i>innovations</i>  | a. starts     | b. remarks        | c. notions  | d. novelties       | e. rules      |
| 2. <i>format</i>       | a. custom     | b. strength       | c. makeup   | d. formula         | e. content    |
| 3. <i>affiliations</i> | a. profiles   | b. problems       | c. feelings | d. connections     | e. orders     |
| 4. <i>curtailed</i>    | a. lengthened | b. raised         | c. rounded  | d. cleaned         | e. shortened  |
| 5. <i>stilted</i>      | a. original   | b. stiffly formal | c. stuffed  | d. highly dramatic | e. suppressed |

Now, prepare your own CV.

*CV Outline*

CURRICULUM VITAE

FULL NAME

Mailing address

Contact tel.

PERSONAL DATA

Nationality: Cambodian/Khmer

Date of Birth: d m y / m d, y

Marital Status: Single/Married/  
Divorced/Widowed

Place of Birth: Province/City

Gender: Male/Female

EDUCATION (List the most recent first.)

from-to Degree, Major, Institution

WORK EXPERIENCE (List the most recent first.)

from-to Job Title, Employer. Duties.

LANGUAGES (List the most proficient first.)

Language: Native/Mother-tongue OR  
Very good/Good/Fair/Basic comprehension (listening & reading) /  
communication (speaking & writing)

OTHER SKILLS

Computer, office, driving, and other skills

INTERESTS

Current events, agriculture, business, culture, arts, education,  
environment, international relations, public relations, politics, social  
issues, technology, entertainment, travel, sports, music, etc.

REFERENCES (Good references should be a professor and a supervisor. References  
*cannot* be relatives or friends.)

Name  
Job Title, Employer  
Address & tel.