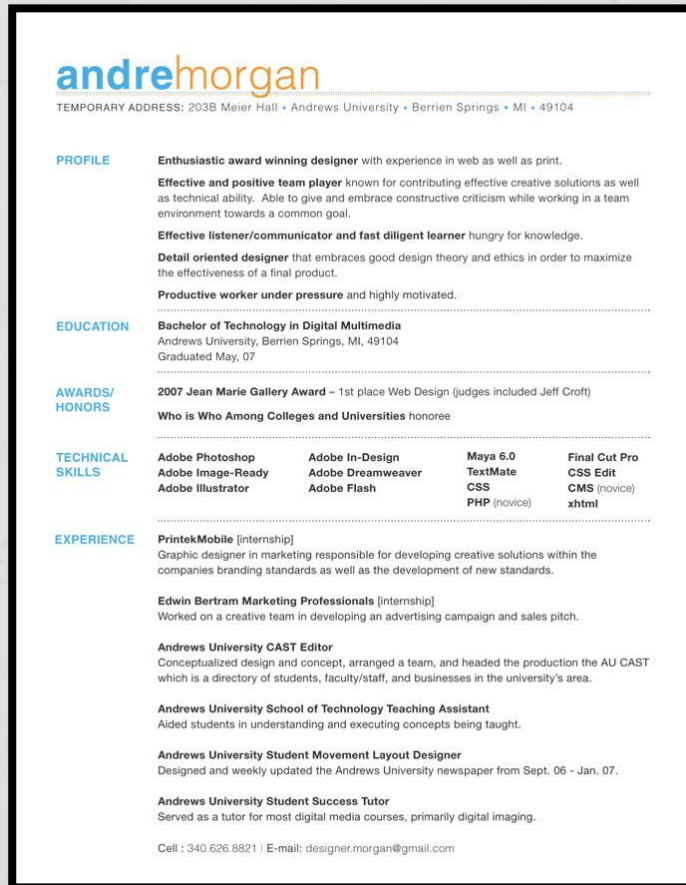

Creating Your CV

Well, I have <buzzword>ed the <buzzword>...



What Makes Up a CV?



Personal Info

Education

Work Experience

Activities

Skills

Source: <http://cdn.jobmob.co.il>

Personal Information

- Name
- Contact Information
 - Email Address
 - Mailing Address
 - Telephone Number
 - Website

You shouldn't have a problem with this... 😊

Education

- Name of Institution
- Dates Attended
- Degree / Diploma attained
- etc.

B.Sc. Artificial Intelligence

University of Edinburgh, Scotland, UK

2008 – Present

Courses Include: Algorithms & Learning; Computer Systems & Software Engineering;
Language Processing; Agents & Reasoning; Mathematics (Calculus,
Algebra, Geometry, Statistics) Psychology; Philosophy

Recipient of the Simon Gray Prize in Philosophy for Logic 1 (2009)

...

Work Experience

- Name of Company
- Period of Employment
- Impact

Work Experience

- Name of Company
- Period of Employment
- Impact
 - How have you contributed?
 - Quantify your achievements
 - Ask ask ask people 😊

Work Experience

Example:

- Wrote a web crawler script and some regular expressions
- Looked for and edited scripts for browser location
- Extended a sample mobile application with company API

Work Experience

Web Developer Intern

Company Name, Country

Jul – Aug 2009

Wrote PHP scripts to extract information with which to populate the company database

Researched and wrote scripts exploiting location-based functionality within web browsers

Developed a location-based mobile app for demonstration of the Nokia Ovi Maps Beta API

Work Experience

Web Developer Intern

Company Name, Country

Jul – Aug 2009

Crawled and parsed >3000 webpages to build a initial database for one of Asia's current Top 10 mobile applications

Researched accuracy, feasibility and robustness of web browser-based location estimates

Developed a location-based mobile app with the Nokia Ovi Maps Beta platform, used for <company> demonstration and pitches

Work Experience

No experience yet?



Activities

Anything you've been involved in!

- Societies
- Sports
- Hobbies

Activities

Anything you've been involved in!

- Societies
- Sports
- Hobbies

Demonstrate commitment.

Skills

Technical Skills

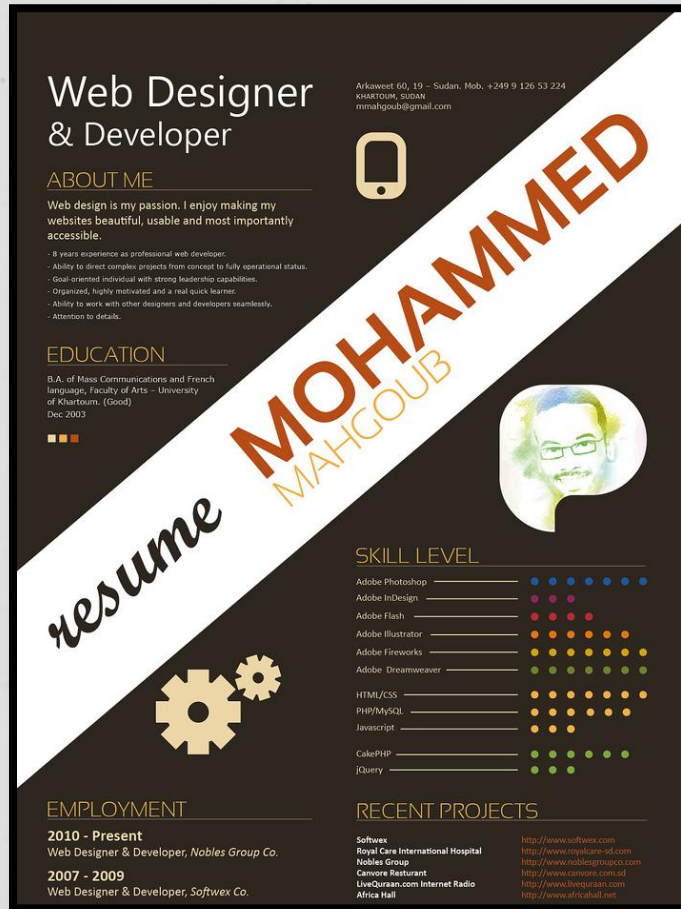
- Programming languages
- Databases? Systems? etc.

Other Skills

- Languages
- Soft Skills etc.

Rate them: Beginner, Intermediate, Advanced

What Makes an Awesome CV?

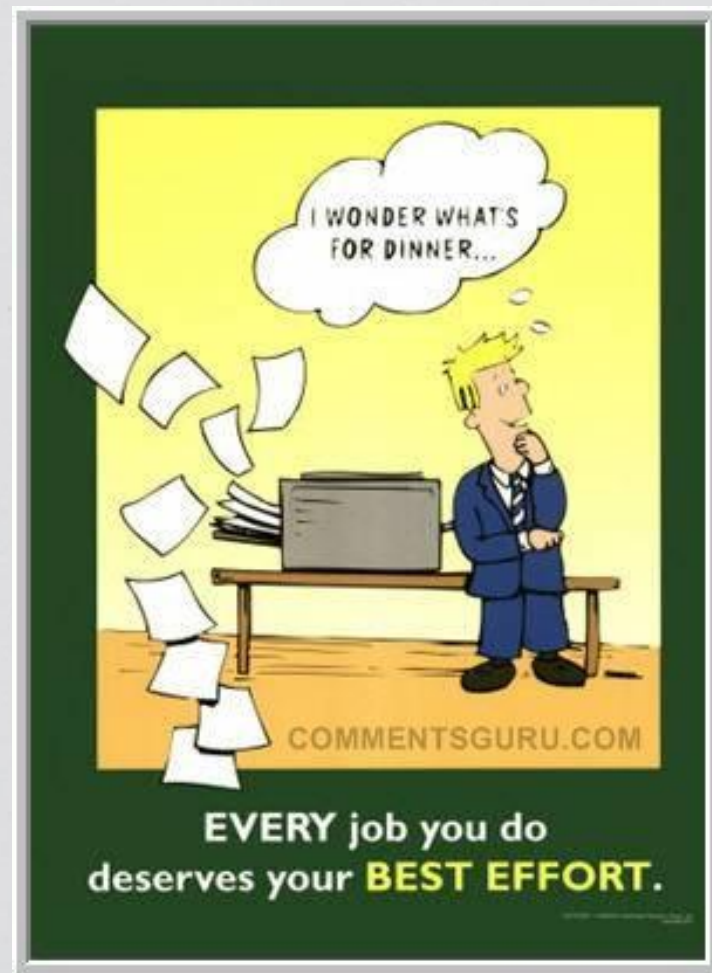


Effort

Design

Source: mmahgoub@flickr

Effort



Design

- Margins
- Whitespace
- Colours
- Indentation
- Fonts

Design

KARA THRACE
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EDUCATION

Golden Gate University School of Law San Francisco, CA
Doctor of Jurisprudence Candidate, May 2007
• Honors Lawyering Program, Participant
• Foundation of the State Bar of California, Merit Scholarship Recipient for 2005 and 2006
• Public Interest Law Foundation (PILF): Board Member, Fundraising Auction Co-Chair
• National Lawyers Guild: Member

University of Virginia Charlottesville, VA
Bachelor of Arts, Biology, January 1997

LEGAL EXPERIENCE

San Francisco Superior Court San Francisco, CA
Judicial Extern August-December 2006
Worked as a law clerk to San Francisco Unified Family Court Judge Anne-Christine Massulo; prepared case summaries, researched legal issues, and prepared orders in court.

Family and Children's Law Center San Rafael, CA
Law Clerk/Client Advocate May-August 2006
Did intake and counseling sessions with clients for dissolution proceedings, child custody matters, property division, and domestic violence matters; represented clients in court for restraining order hearings; wrote and filed motions; drafted Marital Settlement Agreements and Trial Briefs.

Bay Area Legal Aid San Francisco, CA
Law Clerk, Family Law and Domestic Violence Division September 2005-May 2006
Researched and wrote motions, pleadings, memoranda, and legal briefs; completed and filed Judicial Counsel forms; conducted investigations and discovery; handled client correspondence.

W.O.M.A.N., Inc. (Women Organized to Make Abuse Nonexistent) San Francisco, CA
Crisis Services Program and Manager October 2002-September 2003
Counseled survivors of domestic abuse at a community-based domestic violence nonprofit organization. Coordinated the crisis line as program manager including scheduling, operation and 24-hour on-call support for other counselors. Managed 30+ crisis line volunteers including recruitment and training.

SKILLS AND CERTIFICATIONS

- Proficient in Legal Solutions, Essential Forms, Microsoft Office Suite, and various database software programs; advanced statute and case law research certification for Westlaw and Lexis.
- Certified by the State Bar to represent clients through the Practical Training of Law Students Program.
- Certified in the State of California as a Domestic Violence Crisis Counselor.
- Conversant in French.

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Cover Letters

Cover Letters

Introduction

- Where did you hear about them?
- What are you applying for?

After hearing about <company>'s available opportunities from the <place/website>, I am extremely eager to apply for a position within the <whatever role / division>.

Cover Letters

Objective

- What is your goal?
- How can the company help you achieve it?

My goal is to be in a position where <what?> – through <things that you could do if at the company>. <Example goes here> Hence, I feel that working at <company> would provide the chance to <achieve goal>.

Cover Letters

Compatibility

- Why should they hire you?
- Why your skills match their needs

The <activity identified> has helped to develop my <skill>. This puts me in an ideal position to <learn / do something that the company is proud of>.

Workshop

The Achievement-Focused CV:

- How can you show more of an impact in your experience and activities?

The Cover Letter:

- How would the skills you've identified earlier be compatible with a company?