

## UNIT 3

### Writing Curriculum Vitae or CV



(source: <http://static.guim.co.uk/sys-images/Guardian/About/General/2012/4/17/1334672294122/Curriculum-Vitae-008.jpg>)

#### Learning outcomes:

- Students understand what to consider before writing a Curriculum Vitae or CV.
- Students understand what information included in a CV.
- Students are able to write a CV.

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Curriculum Vitae (CV) or sometimes called *résumé* is an outline of a person's educational and professional history, usually prepared for job applications. Moreover, it is a kind of a marketing document in which you are marketing yourself. It is based on the fact that through CV you are actually "selling" your skills, abilities, qualifications and experience to employers. Similar to writing an application letter, there is no "one best way" to write a CV since it is your document and can be structured as you wish.

## A. Things to Consider Before Writing a Curriculum Vitae

Writing a CV needs some considerations:

1. It must be carefully written (accurate in content, spelling and grammar).
2. It must be clearly laid out (logically ordered) and easily read.
3. It must be informative but concise, i.e. economical with words and selecting the most important information which is relevant with the skills required by the specific job you apply.
4. The area selectors tend to pay most attention to is typically *around the upper middle of the first page*, so make sure that this area contains essential information.
5. Each page should be on a separate sheet of paper.
6. If you are posting your CV, don't fold it. It is better if you put it in a full-size A4 envelope so that it doesn't arrive creased.

## B. Information a CV Should Include

Normally, a CV should include such information as follow:

### 1. Personal details

Write some important details such as:

- name,
- address,
- date of birth,
- telephone number, and
- email address.

### 2. Education and qualifications

Write relevant information related with your education background (usually written in chronological order) such as:

- Institution where the degree was granted (Politeknik Negeri Malang)
- Year of graduation (2012)
- Level of degree (A.Md/Diploma III) and field (Management Informatics), and
- GPA (if it is lower than 3.00, you may omit it).

and related with your qualifications such as:

- **Main skills** you have in accordance with the job you are applying (IT skills), for example good at programming using Java and PHP, have knowledge at Object

Oriented Program (OOP) and Design (OOD), and familiar with Oracle and Windows.

- **Supporting skills** related with the job you are applying, for example *communication skills* (for example: good in communicating ideas both written and oral), *foreign language skills*, *intellectual skills* (for example: critical, analytical, and problem-solving skills), interpersonal skills (for example: able to work individually and in a team), and organizational skills (for example: have a strong leadership skill, work under pressure)

### 3. **Work experiences**

You should relate your work experiences with the skills and work experiences you have. (*full- and part-time employment*). It also may include *professional training*, *voluntary work*, and *student internship*. Write your work experiences also in chronological order.

### 4. **Interests and achievements**

It is suggested that you should not write many passive, solitary hobbies, such as reading, watching TV, stamp collecting, because probably, you are considered as lacking people skills. It is better if you could show a range of interests and hobbies that are a little out of the ordinary such as skydiving or mountain climbing. In addition, also write any achievements you have got both related with the interests you have and the academic records, for example scholarship.

### 5. **Organization experiences**

Stating your experiences in organizations usually is an additional impression your future employer may have towards your qualifications.

### 6. **Portfolio**

Portfolio is a showcase of your work to help to demonstrate your skills to future employers. It may provide lists of projects you have completed during your study at college, especially if you are a fresh graduate, or any projects you have made during your professional life.

It is suggested that you bring your portfolio with you at interview; hence, do not send it unless requested at the job ads. Furthermore, since you are nowadays familiar with the internet, it is better for you to put your portfolio on a web site and provide the web link

on your CV. You may use any free blogs such as those at <http://www.blogspot.com> or <http://www.wordpress.com> and you may rent a domain to create and publish your own website (portfolio). One of examples of the online portfolio belongs to Jamie Rougvie and it can be accessed at <http://jamierougvie.co.uk/index.html>.

## 7. **References**

Stating your references indicates that you would provide sources for any information your future employer may ask to someone really knows your academic and professional background and qualifications. Normally *two* referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer (perhaps your last part-time job).

## C. Curriculum Vitae Template

Here is one of the CV templates you may use to write your own CV:

### A. PERSONAL INFORMATION

**<sup>1</sup>Your name**

**<sup>2</sup>. Date of Birth (DOB)**

**<sup>3</sup>. Your Address**

**<sup>4</sup>. Your phone number (s)**

(do not include your work number if you don't wish to be contacted at work)

**<sup>5</sup>. Your email address**

(use a personal email with a name that sounds professional)

### B. SUMMARY

It is for highlighting and describing you, your skills (soft skills and hard skills) and your strengths (up to 5 lines). In addition, it is similar to paragraph 2 of your application letter (with the template above).

### C. EDUCATIONAL BACKGROUND

It normally consists of:

name of university/ college, location, degree /diploma/certificate, graduation date/year/still attending.

### D. PROFESSIONAL EXPERIENCE

- Start with your present / last employer, focusing on the experience that is relevant to positions that you are currently seeking & the most recent experience):
- Write the name of the company, location, a brief description of the company.
- Write your position and responsibilities and accomplishments or achievements.
- Write the year employment, for example 2001 to 2004.
- Do not include your salary at those previous companies you have ever worked for.

### **E. SKILLS and TRAININGS**

- Include any relevant skills not listed under professional experience above (e.g. training in team building).
- All relevant courses/workshops/ seminars.
- All relevant computer skills (e.g. Microsoft office ...).
- Foreign languages (only list if you are applying for positions where your foreign language would be a requirement or an asset) .

### **F. ORGANIZATION EXPERIENCES**

### **G. ACHIEVEMENT**

### **H. PORTFOLIOS**

### **I. REFERENCES**

- Contact your referees and prepare a list of references to have ready to give to the employer as soon as they ask for them (no need to send it with your CV and application, unless you are asked to do so)

### **J. DECLARATION**

To state that the information you provide is really accurate and true.

*“I hereby declare that the above written particulars are true to the best of my knowledge and belief.”*

Your Name and Signature

## D. Sample of CV

As it is discussed above, there is **no best** example of CV. Hence, here is another example of CV you may use.

### 1<sup>st</sup> Example:

## CURRICULUM VITAE

### SANTHOSH.B

Sankar reddy,  
#5588, Konappa Nagar,  
Electronic City,  
Bangalore-560100  
Mobile No: 21-99999999  
E-mail: ssss@ssssl.com

### OBJECTIVE:

Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative and flexible.

### IT EXPOSURE

#### EDUCATION:

Maharaja Engineering College - May, 2006  
B.TECH (Information Technology)  
Percentage scored: 67%  
Shri Ganga Higher Secondary School - Mar, 2002  
Percentage scored: 88%  
Govt Boys Higher Secondary School - Mar, 2000  
Percentage scored: 68%

#### TECHNICAL EXPERIENCE:

- Languages: C, C++, CORE JAVA, VB 6.0, UNIX shell scripts, HTML
- Platforms: Windows xp/98/95, 2000, NT, Red hat Linux (9.0, ES, WS)
- Concepts: networking, operating systems

#### CERTIFICATIONS:

- Red Hat Certified Engineer (RHCE) -Enterprise Linux 4 # 1114006719821418
- Expertise in: Installing Red hat Linux configuring servers (DNS, FTP, NFS, NIS, SAMBA, APACHE, DHCP, MAIL), Trouble shooting, user permissions (LVM)
- Brain-bench certified Linux Assessment #T20110714001A

#### PROJECT EXPERIENCE:

Final Semester Project as Part of the B.TECH Curriculum.

Project Name: "Integrated Java Based Web server"

Description: The powerful web server that enhances java based applications and provides authentication.

**MINI PROJECTS:**

1. Creating a Manual Dictionary in V.B. 6.
2. Deleting the files concurrently using shell scripts

**ELECTIVES TAKEN:**

Linux Servers, Distributed systems

**ACTIVITIES & HOBBIES:**

- Organizing various cultural & WON Prizes.
- Reading E-books

**PERSONAL DETAILS:**

Name: Santhosh.B

Age & DOB: 21 years, 21-06-1985

Sex: Male

Marital Status: Single

Nationality: Indian

Permanent Address: V.L.Road 18/120, Gurusamy Nagar, Peelamedu,  
Coimbatore-04  
TamilNadu, India

Contact Number: 0111 -11112027

Languages Known: English, Tamil

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

*Santhosh.B*

(SANTHOSH.B)



## 2<sup>nd</sup> Example:

# Curriculum Vitae

### Personal Information

**Name:** Maria Quintama

**Address:** Avda Seneca. 5, Madrid 28040

**Telephone:** 00 34 91 5435201

**Email:** mquintama0782@telefonica.net

**Date of birth:** 28/07/82

### Education and Training

2006	Online diploma in web-based technology for business. <a href="http://www.elearnbusiness.com">www.elearnbusiness.com</a>
2005	Course in web design at the Cybenetics College. London: HTML, Java and Macromedia Dreamweaver
2004	Course in computer hardware and networking at the Cybernetics College. London
1999-2004	Degree in Computer Science and Engineering. University of Madrid

### Work experience

January 2006 – present	Part-time Webmaster at <a href="http://www.keo.es">www.keo.es</a> ; responsible for updating the site and using Adobe Flash to create animations
May 2005 – December 2006	IT consultant at Media Market, specializing in e-commerce and IT strategies

### IT Skills

Knowledge of multiple computer platforms (Windows, Mac, and Linux); strong database skills (including the popular open source MySQL database); complete understanding of graphics formats and Cascading Style Sheets

### Personal skills

Social and organizational skills

Good communication skills

### Languages

Spanish mother tongue: English (Cambridge CAE): Arabic (fluent)

### Hobbies and Interests

Web surfing, listening to music, and travelling

### References

Miguel Santana, Manager, [keo.es](http://keo.es)

Sam Jakes, Lecturer, Cybernetics College

**Exercise 1:** Complete the following CV using the past form of the verbs in the box.

achieve	complete	coordinate	develop	hold
organize	persuade	represent	research	work

**Silvia Carnali**

**Home address** : 42 Hampstead Rd **Date of Birth** : 14 February 1986  
**Telephone**: 44 (0) 207 862 4567 **Nationality** : Italian  
**Email** : [s\\_carnali@hotmail.com](mailto:s_carnali@hotmail.com)

**Education:**

2008-present : The School of Oriental and African Studies (SOAS)

- MSc (Hons) Development Studies (2.1 expected)
- 7000-word dissertation on reforestation in Kenya

2004-2007: University College London (UCL)

- B.A (Hons) Geography (2.1)

2004: Diploma Maturità Scientifica (58/60) – Liceo A. Tosi, Milano

**Professional Experience:**

**2008 Project Volunteer, Sustainable Solutions (NGG), Kenya (6 Months)**

- (1) ..... as part of International team to increase awareness of sustainability in Kenya.
- (2) ..... communication strategies to ensure that our message was delivered effectively.
- Established, managed and maintained relationships with key stakeholders.
- (3) ..... local community leaders to increase the level of reforestation in Kenya.

**2006-2007 Communications Officer: University College London (1 year)**

- Organized and managed catering for more than 10 separate UCL events up to 300 students.
- Liaised with student council board members, catering suppliers, venues and performers
- (4) ..... University College London at a series of event conferences
- (5) ..... two week event management training course

**2005 Activity Leader: Concord College Summer School, Shropshire, UK (2 months)**

- Led sports and drama activities for 200 international students.
- (6) ..... weekend adventure trip in Wales, including leading a walking expedition for twenty students
- (7) ..... daily meetings with other members of the activity team. Provided training and support for less experienced members of team

**Activities and Interests:**

2007 Sept Mountain Trekking in South America (1 month)

- (8) ..... and planned group mountain expedition in the Andes, Argentina
- As sole Spanish speaker I acted as spokesperson for the group. Reacting to unforeseen events required frequent revision of plans, responding to group members, tour operator and airlines.
- (9) ..... aims of crossing the remote central part of the Southern Patagonian ice cap in Los Glaciares National Park, improve Spanish language skills, stayed within budget

2003-present Greenpeace Active Member (5 years)

- (10) ..... a campaign against nuclear power. Persuaded 1000 people to write their local MP demanding the Government to reconsider renewable energy resources as a viable alternative to nuclear power.

**Languages**

Italian (mother tongue), English (fluent), Spanish (upper intermediate)

**Computer Skills**

Full command of Microsoft Office Suite

**Driving**

Full current driving license

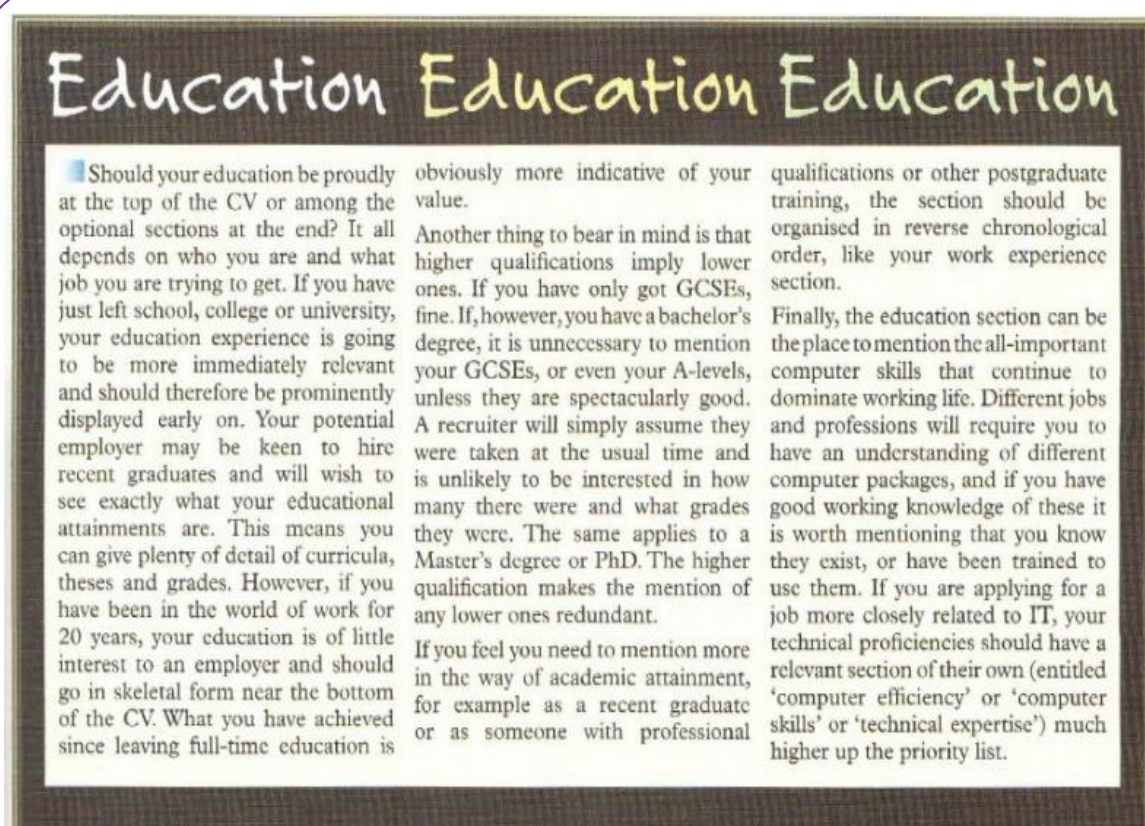
**References**

References available upon request

(Downes, 2008: 20)

**Exercise 2:** Read the article about how to write about your education in your CV below and answer the following questions.

1. Why should recent graduates put the section near the top of their CV?
2. What term does the author use to mean *just the main pieces of information, nothing more*?
3. Under what two circumstances would you include your A-level results on your CV?
4. What qualifications should you mention first?
5. What should you do if you are searching for employment in the IT field?



(Downes, 2008: 29)

**Exercise 3:** What five types of qualification are mentioned in the text? Put them in order from the highest to the lowest.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Exercise 4:** Write your own Curriculum Vitae as it is required by the specific job you choose on exercise 2 and your CV as it is now. Use any templates that you think suit you most.

[illegible]