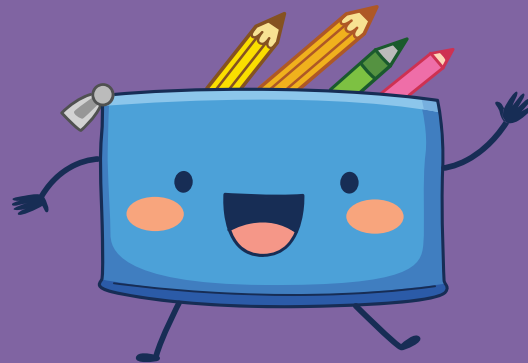
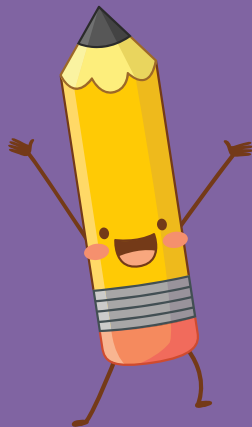


English for Job Preparation

By
Atiqah Nurul Asri

Meeting 5



Learning Outcomes

By the end of the lesson, the students are expected to be able to:

- identify and explain differences between cv and résumé
- identify and explain considerations before writing cv or résumé
- identify and explain information to write on cv or résumé

Material:

Modul Unit 3, Writing CV, page 34-44



Curriculum Vitae

<https://bit.ly/3tKsKki>

- is shortened to CV which is Latin for “course of life”
- provides a summary of your experience and skills

LUCY GIVENS

673 Pine Hills Road, Apt. 7
Chapel Hill, NC 27514
lgivens@email.com
000.123.4567 (Cell)

RESEARCH INTERESTS

1 Match to specific Job advertisements

Ancient Greece and Mesopotamia Archaeology, Mythology, Classical Greek, Classical Latin

EDUCATION

PhD in Classical Archaeology, June 2018 – UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NY
MA in Classical Archaeology, June 2014 – UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NY
BA in College Scholars Program (Emphasis: Greek), June 2012 – UNIVERSITY OF TENNESSEE, Knoxville, TN

PROFESSIONAL EXPERIENCE

2 Relevant research experience

Adjunct Lecturer, Department of Classics, **UNC at Chapel Hill**, September 2017 – June 2018
Senior Teaching Assistant, Department of Classics, **UNC at Chapel Hill**, September 2013 – June 2017
Classical Greek Tutor, Department of Classics, **UNC at Chapel Hill**, September 2013 – June 2018

RESEARCH / FIELD WORK EXPERIENCE

- ANCIENT THOURIA IN MESSENA PROJECT, Kalamata, Greece, Summer 2015 Field School
- AZORIA PROJECT, Island of Crete, Summer 2014 Field School

PUBLICATIONS

3 Use the appropriate citation format

1. Givens, Lucy. "Site Preservation Methods on the Isle of Crete." Dissertation.
2. Review of A. Davidson, Restoring Site Integrity for Ancient Greece Journal 7 n. 8 (2002), 327-29.

4 Most recent publications (within 10 years)

HONORS / AWARDS

H. Schliemann Dissertation Fellowship, 2018
Homer Prize in Greek Studies, 2017
UNC Teaching Award, 2018 AND 2017
American Institute Study Abroad Fellowship, 2016

MEMBERSHIPS / AFFILIATIONS

Society for Classical Studies
Association of Ancient Historians
Archaeological Institute of America



Samar Jagbirpal



XYZ Road, ABC City, State 00000
Tel: 999999000007, Email add: xyz@gmail.com

Objective

Highly skilled IT Professional in both domestic and international environments

Have the ability to manage and complete projects under pressure and meet deadlines on time

Successful at implementing applications and new systems

Good at organising effective launches

Good at communication skills and maintaining relations with customers as well as clients

Committed to good quality work

Education Background

GHJ University 2011-2013

BSc Hons in Sales Management

HJK College 2013-2015

MSc In Network Engineering

Internship Details

Interned at RTY Associates for 6 months

Interned at WQT Company for 3 months

Volunteer Work

Volunteered at GHOSTLAKE DISCOVER 2015 to 2018

Certificates

Red Hat Certified
Network Engineer

Skills

Critical Thinking
Negotiating
Active Listening
Confident
Organised

Proficiency in Coding Languages

HTML
JAVA
C++

Résumé

<https://bit.ly/3tKsKki>

- is a French word which means “to sum up.
- is a short, concise document used for job applications in the US and Canada.
- is to provide recruiters with a brief overview of the candidate’s work history.

CV vs Résumé

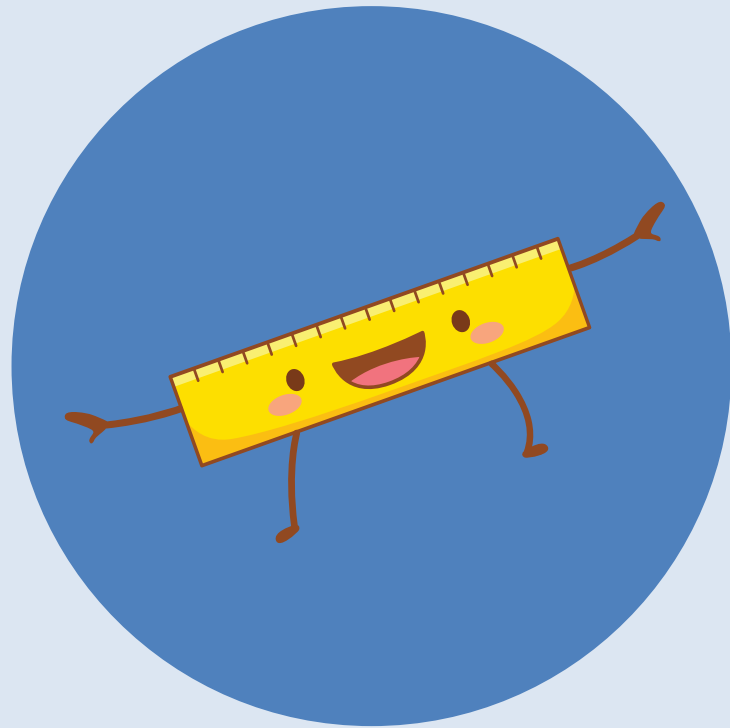
<https://www.thebalancecareers.com/cv-vs-resume-2058495#toc-how-to-write-a-successful-cv>



- Both are like golden tickets that can either make or break your image in front of the recruiters.
- Both can be used for a job application*

| CV | Résumé |
|---|--|
| is used for academic, scientific, and medical jobs (especially in the US) | is used to apply for any jobs |
| is typically detailed: has no length limit (ranging from 2 pages long – 10+ pages long) | is typically concise: usually one or two pages long |
| should detail the whole course of your education, professional career, publications, awards, honors, and other achievements | should only include details about your work experience and skills that are relevant to the job opening |

Considerations to write CV/ Résumé



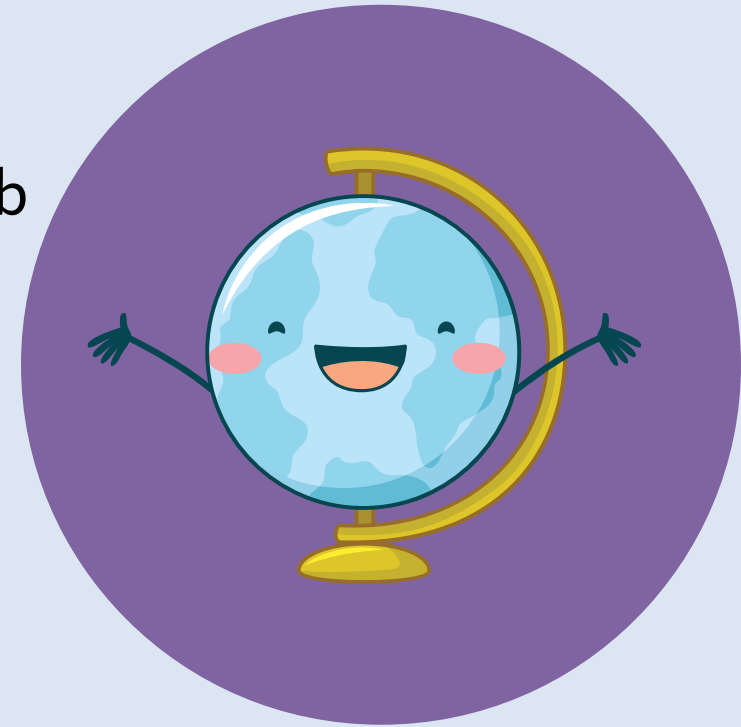
- **No pictures.** If recruiters need and/or want to see you, they'll be able to view the pictures on your social media profiles or meet you face-to-face during an interview.
- **Double check all your spelling, punctuation, capital letters and grammar.** Use spell check or get someone else to read over it.
- Make sure the CV is **clear, well presented and easy to read.**
- Your CV should be **one to two pages long.** Any longer and the employer is probably not going to read it all.
- Make sure your CV is **updated** – the more recent, the better.
- Make sure your CV is **PDF format.** The main advantage of sending a PDF is that the formatting, layout and design won't change, no matter what device it's opened on. It will look the same on a mobile, tablet or desktop and the text won't distort or overlap.

<https://www.thedailyvox.co.za/help-for-jobseekers-heres-how-to-write-a-cv/>

Information included in your CV

<https://bit.ly/3tKsKki>

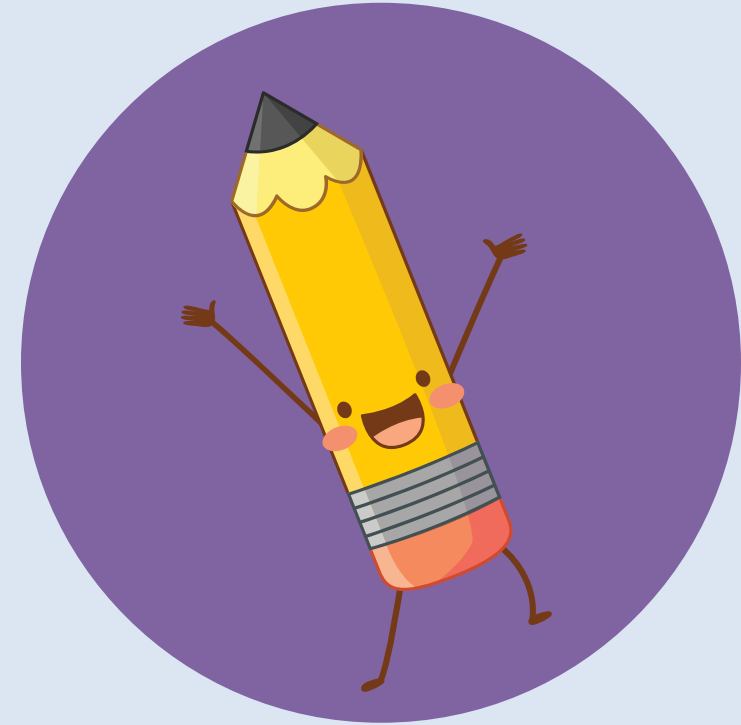
-
- | | |
|--|---|
| 1. Contact Information | 10. Grants and Fellowships |
| 2. Research Objective, Personal Profile, or Personal Statement | 11. Conferences |
| 3. Education | 12. Teaching Experience |
| 4. Professional Academic Appointments | 13. Research Experience / Lab Experience / Graduate Fieldwork |
| 5. Books | 14. Non-Academic Activities |
| 6. Book Chapters | 15. Languages and Skills |
| 7. Peer-Reviewed Publications | 16. Memberships |
| 8. Other Publications | 17. References |
| 9. Awards and Honors | |
-



Information included in your Résumé

<https://bit.ly/3tKsKki>

-
1. Contact Information including Job Title
 2. Resume Summary or Resume Objective
 3. Work Experience
 4. Education
 5. Skills
 6. Additional Sections (Awards, Courses, Resume Publications, Licenses and Certifications, Interests, etc.)
-

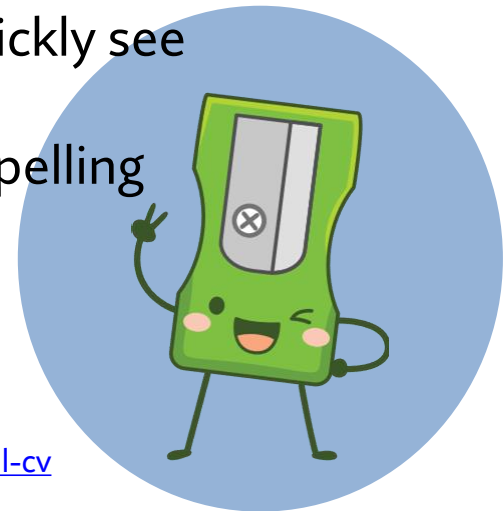


CV and Résumé Writing Tips

Match your resume or CV to the position. Make sure that you highlight your education, work experience, and skills as they relate to the particular industry or job.

Use a template. This will give your document a clear organization, which will help the employer quickly see your qualifications and experience.

Proofread and edit. Make sure there are no spelling or grammatical errors.



A Résumé Website

- is essentially a digital version of a traditional résumé. Just like the print version,
- provides a clear presentation of your background, skills and accomplishments as a way of introduction to potential employers, but in the form of a website.
- Read further info in this website:

<https://www.careeraddict.com/resume-website-builder>

References

<https://leverageedu.com/blog/resume-format-for-freshers/>

<https://www.thedailyvox.co.za/help-for-jobseekers-heres-how-to-write-a-cv/>

<https://www.careeraddict.com/cvs?page=2>

<https://www.careeraddict.com/resume-website-builder>

<https://www.thebalancecareers.com/resume-formats-with-examples-and-formatting-tips-2063591>

<https://www.thebalancecareers.com/cv-vs-resume-2058495#toc-how-to-write-a-successful-cv>