

# Lecture 25

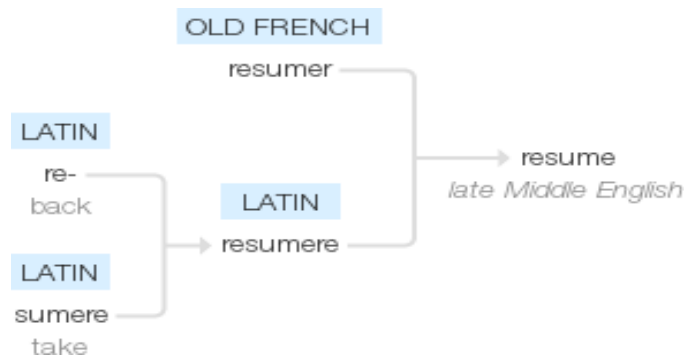
## Résumé/CV Writing

According to Dictionary.com, a **résumé** is “a brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job” or “A document used to present your skills and abilities”. A résumé is the key tool of the job search that itemizes your qualifications and serves as a foundation for your application letter. A résumé should be limited to one page—or two pages if you have substantial experience it should not be an autobiography. On the basis of the information in the résumé and application letter, prospective employers decide whether to ask you to come in for an interview. If you are invited to an interview, the interviewer can base specific questions on the contents of your résumé. Because résumés affect a potential employer’s first impression, make sure that yours is well organized, carefully designed, consistently formatted, easy to read, and free of errors.



### 25.1. Origin of résumé

Résumé is the late Middle English word and has two origins: one is French and other is Latin. The word stems from the Old French *resumer* and Latin *resumere*, from re- ‘back’ + *sumere* ‘take’.



### 25.2. Résumé: An Advertisement

A résumé acts as an advertisement of yourself and, therefore, is a tool by which you can market yourself. This is the first time you will make an impression on a prospective employer, so make sure you take great care in preparing your résumé. To effectively do that, keep the following in mind:

- Have a clearly defined purpose, depending on the job you’re applying to. Vague words like “team skills” will get you nowhere.
- Ensure that your résumé accurately and concisely reflects your achievements.
- Keep the 7 C’s in mind while making your résumé!

- It's a good idea to have a summary of what you are and what you can do for the particular organization you're applying for. If the post is well-known, you can simply mention the post you're applying for but it's always a good idea to go into details to show how you can distinguish yourself from the rest of the applicants.
- The particulars in your résumé have to be credible and accurate.
- Employers don't only need to look at your skill set but will look at you holistically. This means that, as a complete person, will need to be useful.
- Organizations usually hire people because they have a particular need. Try to cash them.
- Highlight your strengths and manage to weave your goals and your abilities together with your background.

### 25.3. Résumé Formats

There are three basic types of résumé formats:

- **Chronological Résumé Format:**

The chronological résumé format is the most traditional format. It is also widely preferred by recruiters and hiring managers because it lays out the job seeker's experience in a clear, orderly manner, simultaneously indicating the career path taken. Contrary to the name, this format lists experience and education in a reverse-chronological order, with the most recent first. For example, if you have your master's degree, it should be listed above your bachelor's degree since it happened most recently. This reverse-chronological order makes it easy for the potential employer to see your highest level of achievements and most recent job titles first.

<p><b>Experience</b>  <b>Key Holder, Montblanc</b>  April 20XX - Present</p> <ul style="list-style-type: none"> <li>• Organize over one dozen promotional events before and during opening of boutique, contributing to success of opening week, which saw revenue exceed projections by 18%.</li> <li>• Place orders to restock merchandise and handle receiving of all products</li> <li>• Manage payroll, scheduling, reports, email, inventory, and maintain clientele book and records</li> <li>• Implemented and integrated new register functions</li> </ul> <p><b>Sales Associate, Head of Women's Wear, Nordstrom - Collectors and Couture Departments</b>  July 20XX - April 20XX</p> <ul style="list-style-type: none"> <li>• Provided thoughtful, convenient service to customers, earning annual customer service award twice</li> <li>• Promoted to head sales associate of designer women's wear due to merchandising ability and leadership skills</li> <li>• Singlehandedly Set up trunk shows and attended dozens of clinics for new incoming fashion lines</li> </ul>	<p><b>Paul Jones</b>  6 Pine Street  Arlington, VA 12333  555.555.5555 (home)  566.486.2222 (cell)  phjones@vacapp.com</p>
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- *Communicated with tailors and seamstresses to ensure fittings customers were 100% satisfied with tailoring and fittings*
  - *Scheduled private shopping appointments with high-end customers*
- Bartender, Jigg's Corner**  
February 20XX - July 20XX
- *Provided customer service to over 400 customers daily in fast-paced bar atmosphere*
  - *Maintained and restocked inventory*
  - *Administrative responsibilities included processing hour and tip information for payroll and closing register*
- Education**  
Bachelor of Arts, **Ramapo College**, Arlington, VA, 20XX
- Computer Skills**
- *Experience with QuickBooks, NetSuite, and other inventory management software*
  - *Experience with social media and internet research*

Sample chronological résumé. Source: <https://www.thebalance.com/chronological-resume-example-for-a-retail-position-2063201>

- **Functional Résumé Format:**

The functional résumé format is essentially the exact opposite of the chronological format. Rather than focusing on work history, this format focuses on the job seeker's skills and accomplishments. It is not nearly as popular as the chronological résumé format. If you have a traditional career path, the only reason you should consider the functional résumé is if you have ten or more years of work experience. However, even then, recruiters may see the functional résumé and assume you are not as qualified.

The functional résumé works best for the non-traditional career path because it caters to those who either have been out of the work force for a while or who have changed jobs frequently. It tries to cover the gaps in employment and highlights the job seeker's best professional attributes as they pertain to the job in question.

While the functional résumé is not a bad option, it needs to be done really well to make the right impact. The job seeker's skills should be highly impressive and greatly outweigh their work experience. It is also very important to include dates in the functional résumé so your history is clear to the recruiter and it doesn't seem like you're intentionally hiding anything.

**Karol Miner**

336 W. Chugalug Way, Sentinel, WY 33666  
c: 444-222-4339 e: karmin@southwbell.net

**Summary**

Process manager with communication and analytical skills. History of success influencing organizational growth and bottom line profitability.

**Achievements**

*Research Information and Analyze Options*

- *Researched and purchased better heat exchanger that alleviated our heat-loading problem. Saved company 4-6 hours of downtime per 8-hour shift and improved product yield at extruder.*

- *Purchased and refurbished* used gearbox as spare. Saved 12 days downtime and eliminated risk involved to rebuild critical pieces of equipment. During emergency rebuild we are now down 2 days rather than 2 weeks.

#### *Manage People and Projects*

- *Successfully led* refurbishment campaign on all 3 extruder gearboxes. Pro-active rebuild of gearboxes puts downtime at 2 days rather than 2 weeks.
- *Reallocated* resources during 2-week annual shutdown so that no downtime was encountered and all projects finished on time.

#### *Extrapolate Essential Data*

- *Proved* that product quality issue was not due to equipment processing parameters. Product design team discovered fault in their print test methods.
- *Evaluated* trends of real time data on AFG grinder. Proactive identification of problem prevented coarse particle contamination.

#### *Utilize Subject Matter Expertise to Influence Management Decisions*

- Determined capital project would need to be undertaken proactively to avoid having to use our business resumption plan in the event of failure. Company will save about 1 million dollars.
- Created viable process for extrusion, during new product development, with no start-up difficulties.

#### *Effective Communication Throughout the Organization*

- Implemented safety-related information to senior staff, peers, and subordinates.
- Frequently requested to explain processing issues involving extruder and batching processes.
- Provided technical information to senior management as well as operational information to the process operators and managers on the floor.

### **Experience**

*Senior Process Engineer / Technical Support, 20XX – Present*  
Zezee Corporation

*Process Engineer / Technical Support, 20XX – 20XX*  
Zezee Corporation

*Technical Professional, 19XX – 20XX*  
Halogen Energy Services

**Education**

*MBA with Financial Emphasis*, expected graduation date 20XX  
Southern Nazarene University, Bethany, OK

- Courses: Organizational Communication, The Economic Environment, Management of Organizational Behavior, Accounting & Finance Environment, Marketing Management, Human Resource Management and Administration, Legal Environment of Management, Ethics & Management from a Christian Perspective, Strategic Management, Management Seminar – Entrepreneurship, Managerial Accounting

*BS Chemical Engineering*, 19XX  
University of Missouri, Rolla, Rolla, MO

**Professional Development**

*Xerox – Lean Six Sigma Yellow Belt*  
Xerox Corporation

*ISO 9001:2000 – Internal Audits for Organizational Success*  
Paradigms, Inc.

*Confined Space Entry Rescue*  
Fire Service Training, Oklahoma State University

<https://www.themuse.com/advice/42-resume-dos-and-donts-every-job-seeker-should-know>

John A. Doe  
4120 Chevy Trail  
Ann Arbor, Michigan 48111-9626  
(111) 555-111  
johndoe@abc.com

**SUMMARY**

Experienced and versatile professional with strong systems planning, people, and research skills, with the ability to:

- Direct transportation planning & programs
- Manage programs and people
- Anticipate & project for organizational change
- Design & develop cost-saving systems
- Administer office operations

**EXPERIENCED IN THE FOLLOWING AREAS**

Government guidelines ~ Environmental impact mitigation research  
Urban planning ~ Geology/hydrology ~ Site evaluations  
Computer software tools ~ Scientific/business/grant writing ~ Quality control

## **SKILLS**

**Administrative** - Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

**Problem Solving** - Designed a waste management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

**Management** - Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

**Organizational** - Consolidated community awareness information into an effective and easy-to-use pocket guide for Bicycling in Ann Arbor, distributing them throughout the area to promote bicycle safety and ridership.

**Cost Awareness** - Verified the accuracy of office processes and expenses, eliminating overbilling and cultivating an attitude of quality control among staff.

**Creative** - Make transportation program literature, maps, and correspondences to politicians and agencies, employing innate abilities and formal training, resulting in program recognition and 20% increase in product use.

## **EXPERIENCE**

### **Shepherd's Watch**

*Design and Research Consultant:* Design, lay out, and assist in marketing sundials and assorted wearable and garden timepieces for a specialty company.

### **ACWG**

*Association of Pedestrian and Bicycle Professionals Member:* Collaborate with other alternative transportation people to better develop pedestrian and bicycle-friendly communities.

### **APBP**

*Washtenaw Biking and Walking Coalition Advocate:* Advocate bicycle and pedestrian use, rights, and responsibilities.

### **WBWC**

*Ann Arbor Bicycle Coordinating Committee Member:* Guide bicycle program, road projects, parking, and facilities to include and encourage bicycle and alternative transportation.

# Sample Combination Résumé

John Doe

222 Market Street  
Lewisburg, PA 1783  
(570) 524-000  
DoeJ@aol.com

## Summary of Qualifications

- Motivated marketing professional with 12 years of proven success.
- Demonstrated ability to assess and address client needs to develop strong client loyalty.
- Recipient of two "Employee of the Year" awards
- Strong team player with 8 years of management experience.

## Professional Experience

### Marketing

- Generated a \$1,000,000 new client base.
- Developed "The Leading Edge" television campaign for Rocko Sports.
- Created the Nike "swish."
- Successfully maintain an existing client base of over 100 Fortune 500 companies.

### Accomplishments

- Promoted to Lead Marketing Manager after 6 months in current position.
- Recognized by peers and clients for outstanding service, for two consecutive years.
- Consistently exceed marketing plan goals by 10 percent per year.

### Management

- Train and supervise a team of 20.
- Interviewed, selected and trained 100 volunteers.
- Conduct performance reviews and professional development activities.

## Work History

### Lead Marketing Manager

2000-Present

Market Yourself, Inc., Harrisburg, PA

### Marketing Manager

1998-2000

Markets-R-Us, New York, NY

### Marketing Coordinator

1996-1998

American Red Cross, New York, NY

## Education

Bucknell University, Lewisburg, PA

Bachelor of Arts

Sociology

## Volunteer Experience

Big Brothers/Big Sisters

2000-Present

Habitat for Humanity

2002

## City of Ann Arbor

*Research Assistant I:* Managed a large and growing science lab, overseeing legal compliance, as well as database and administrative duties.

## EDUCATION

EASTERN MICHIGAN UNIVERSITY, Ypsilanti, Michigan

Bachelor of Science, 19XX

Major: Biology - Ecosystem/Environmental

Business and Fine Arts Concentrations

<https://www.thebalance.com/functional-resume-example-2063203>

### • Combination Résumé Format:

The third type of résumé format is called the hybrid or combination format. It is the combination of the chronological and functional résumés. The chronological style is maintained, but this format highlights skills and accomplishments just as much as it highlights professional experience.

Figure 1 Sample hybrid format CV



The hybrid format takes some of the focus off of employment gaps without hiding them too much. It is a way to showcase your skills while also showcasing your professional achievements.

## 25.4. Résumé Structure

### 25.4.1. Identification

#### NAME

- Do not use nicknames
- Highlight so it stands out: bold, larger font

#### ADDRESS

- Use your complete address
- Don't use abbreviations except for the 2-letter abbreviations for provinces (i.e. NS, NB, PE)
- Put the postal code on a line by itself

#### TELEPHONE/FAX NUMBERS

- Include area code. 2 acceptable styles are: (902) 555-1234 or 902/555-1234

#### EMAIL ADDRESS

- Include it if you have one, giving the message you are computer literate
- Do not use an email address that is inappropriate (i.e. thegreenberet@hotmail.com)

#### Sample of Identification

**Jane Smith**

D.O.B. 06.03.1986

#### Personal Details

**Address:** 12 Station Street, Highfield, 3023

**Mobile:** 0431 554 660

**Email:** jane@yahoo.com

Provide your full name (or the name you like to be called) not just your initials

You don't legally have to include your date of birth - it's up to you whether you want to

Provide your usual postal address, including the postcode

Provide your daytime phone number (home and/or mobile). Make sure your phone has a clear voicemail message or that there is someone available to take a message for you

Provide an email address (it looks more professional to use an email address with your name in it, rather than one you use with friends e.g. [sugar\\_coated@hotmail.com](mailto:sugar_coated@hotmail.com))

### 25.4.2. Objective/Personal Statement

- State your desired job/field
- State what you can contribute to the field you're applying for
- State how will it add value in the organization
- The material following should support your objective



- The objective should be as short as possible. Do not include such phrases as “challenging position”, “utilizing my skills”, “growth potential”, “room for advancement”, etc.
- For a specific job opening, always use the employer’s job title for that position.

### Career Objective

After successfully completing my Year 12 in the area of maths and science, I am now focusing on a career in microbiology. While pursuing specialist science subjects at university, I am seeking a position that can help develop my practical lab skills and statistical analysis.

- A career objective explains what you’re looking for and what you can offer, and shows that you’ve thought about what kind of work you want to do
- If this is your first job after high school you could reflect upon subjects you studied at school and any work experience you’ve done
- Keep it brief (one or two sentences) - it can be written specifically to suit each job you apply for or it can be more general to suit your overall career or job goals

#### 25.4.3. Skills and Abilities

Highlight the skills you have that relate directly to the position for which you are applying. These may include specific computer applications, fluency in a foreign language, research or special abilities you possess that are not necessarily part of your formal education. If possible, highlight attributes such as honesty, enthusiasm, and maturity — qualities that make you indispensable in the work place

### Skills & Abilities

#### IT Skills

I am highly computer literate and confident with

I further developed my practical science skills through work experience placements as a laboratory assistant in 2002.

I am an avid reader of scientific publications and journals and am specifically interested in the areas of microbiology and genetics.

Here you can include:

- Activities at school - both academic and extra-curricular
- Specific areas of skill e.g. administration, communication
- Helping family or friends
- Community work
- Your interests and hobbies
- Your social and personal strengths

Figure 2 Sample skills

#### 25.4.4. Education

- Include the degrees, you have received, in reverse chronological order
- Be sure to include the name of each institution, its location, and your date of graduation (or expected date of graduation)
- When applicable, include your major/minor fields, as well as your GPA and any honors, publications, projects, etc.

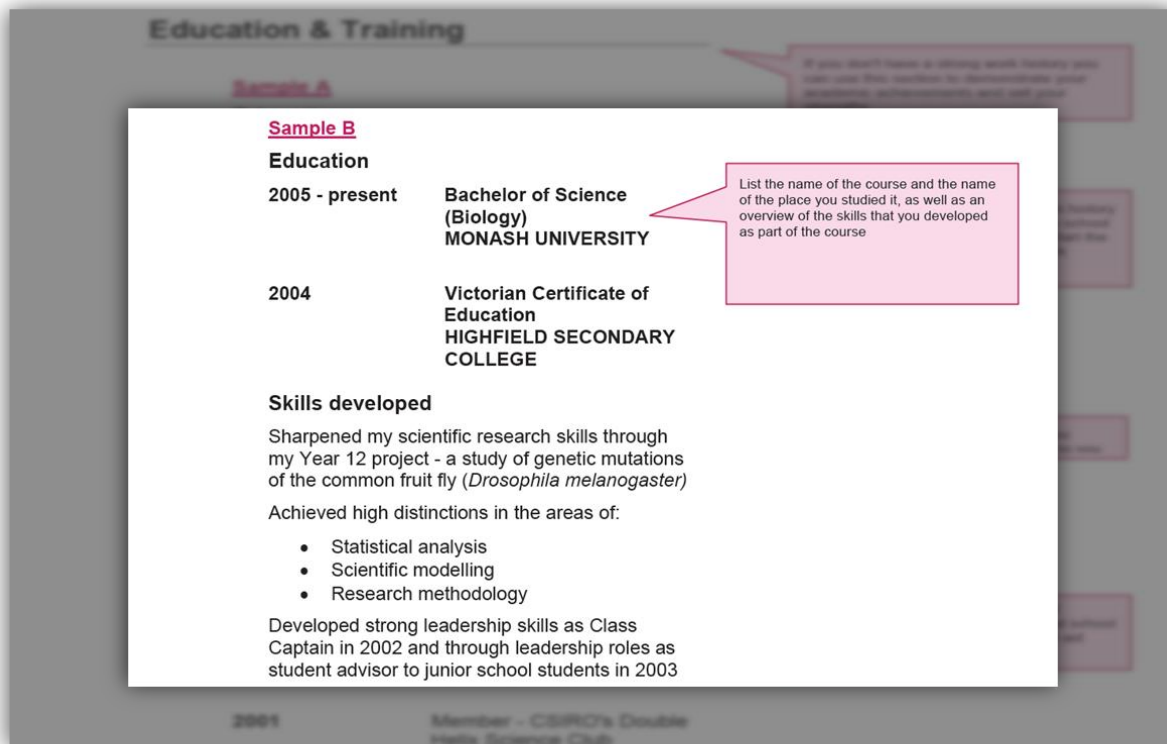


Figure 3 Education sample

#### 25.4.5. Work Experience

- If you have some work experience, then mention it in reverse chronological order. This may include jobs, internships and even volunteer work.
- Mention the name of the company and its location, including web address. Your position and dates of employment are an important part.
- Prepare a brief overview of your work description. Use action verbs to tell what you have done.
- You can include a volunteer experience section to highlight your leadership or communication skills. List the name of the organization, the dates of your volunteer work, and your achievements

**Work Experience**

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**School Work Experience**

**June 2002**      **Laboratory Assistant**  
**BUSH AND ALLEN**  
**Core skills:** preparing slides and samples, data analysis and documentation, stock control

**June 2001**      **Research Assistant**  
**CSIRO**  
**Core skills:** statistical analysis, data collection and collation, questionnaire development, conducting library and database searches

*Callout box: List any work experience you've completed e.g. formal work experience programs at school. Start with the most recent and work back from there. You can highlight key skills and abilities by listing specific tasks. It's useful to list current or past part-time and casual positions too - even if these are not related to the type of work you're now seeking*

Figure 4 Work experience sample

### 25.4.6. Interest

You can also include a section on your hobbies and interests if they relate to the position. For example, if you are applying to work at a sporting goods store, you can mention your interest in that.

<b>Interests</b>	<ul style="list-style-type: none"><li>• Writing a bit about what you do in your spare time helps an employer get to know you. It's another chance to draw attention to your abilities and achievements</li><li>• Include things like team memberships, long-term interests and any informal training you've done through a social club or community group</li></ul>
<b>Swimming</b> - member of the Highfield Swimming Club	

**Scientific research and investigation** - I am a member of several science-related chat rooms and bulletin boards and have developed my own webpage that focuses on both my scientific and other interests - [www.ozemail.com.au/janesmith](http://www.ozemail.com.au/janesmith)

**Cooking** - Asian food in particular

### 25.4.7. References

- Include references only if the position you're applying for asks for references. Otherwise, include words like "furnished upon request".
- Think carefully about who can act as your references. Type the name, title, company, address, and phone/fax number of three to four references.
- Prior permission to use any individual's name as a reference is a must and as a courtesy, inform your references that they may be contacted.

<b>Referees</b>	<b>Who can be a referee?</b> Someone who knows you well, like a colleague, team-mate, coach, mentor, teacher or another member of the community you've worked with or helped out
<b>Jenny Small</b> Science Teacher, Highfield Secondary School Mobile: 0455 676 102	<b>Including referees</b> Make sure you provide up-to-date contact details for your referees and make sure you get permission from them before including them in a resume  It also helps to tell referees a bit about the job you're applying for so they can think about how your skills and abilities will be relevant
<b>Terry Underwood</b> Teacher, Highfield Secondary School Phone: 03 9567 4444  (Written reference enclosed)	<b>Written references</b> Written references are very useful to add to your resume to highlight your skills. Ask potential referees to write you a reference that describes your best skills and qualities

- The following may act as referees:
  - Someone from your school (teacher, guidance counsellor, coach, administrator).
  - Someone you've worked for (summer, part-time or full-time employer).

- Someone you've worked for on a casual basis (babysitting, shoveling snow, delivering papers).
- Someone you've helped (as a volunteer or as a friend).
- Someone whose opinion is respected (elder, minister, community leader).
- You cannot use a relative!

## 25.5. Résumé Guidelines

- **Résumé Length:** Your résumé should be as concise as possible; two pages is the maximum length, but one page is preferable.
- **Font and Size:** Do not use ornate fonts that are difficult to read; Times New Roman, Arial, Calibri, or a similar font is best. Your font size should be between 10 and 12 points, although your name and the section headings can be a little larger and/or bolded.
- **Page Margins:** The standard page margins in word processing programs (1" margins on the top, bottom and left and right sides of the page) work for most résumés. However, if you need to tighten the margins to reduce the length of your résumé, it's fine to reduce the margins to a 1/2" on the sides and top and bottom.
- **Layout:** However you decide to organize the sections of your résumé, be sure to keep each section uniform. For example, if you put the name of one company in italics, every company name must be in italics.
- **Points to avoid:** Do not include personal information such as birthday, height, weight, marital status, children, etc., unless the position requires it.
- **Accuracy:** Be sure to edit your résumé before sending it. Check spelling, grammar, tenses, names of companies and people, etc. Have a friend or career services counselor check over your résumé as well.
- **Itemize your achievements:** Write bullets to avoid the use of first person. Don't make your résumé egocentric – try to give importance to your work not yourself.
- **Contact information:** Include all your contact information so that the employers can reach you easily.
- **Job description:** Your résumé keywords should match the keywords of job description (job title). That way, you will increase your chances of your résumé matching available positions - and of you being selected for an interview.
- **Résumé format:** Select the résumé format which suits your background and experience.
- **Experience:** It's important to prioritize the content of your résumé so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.
- **Objective:** Your career objective should match the job you are applying for. It takes more time to write a custom résumé that matches your qualifications to the employer's job posting, but, it's worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.
- **Use a résumé template** as a starting point for creating your own résumé. Add your information to the résumé template, then tweak and edit it to personalize your résumé, so it highlights your skills and abilities.
- **Sending the Résumé:** Follow the employer's instructions for sending the résumé either as MS Word or PDF.

- **Résumé example:** Before you start work on writing or updating your resume, review résumé examples that fit a variety of employment situations. Then select a style and format that best highlights your strengths and achievements.

## 25.6. Résumé and CV Comparison

A curriculum vitae, or a CV, is an outline of a person's educational and professional history usually prepared for:

- faculty positions at colleges and universities
- research-intensive positions at, e.g., research institutes
- fellowships, grants, or awards, etc.

Typically, CVs are longer than resumes – at least two or three pages. A CV summary is a way to quickly and concisely convey one's skills and qualifications. CV provides a summary of

- Educational background
- Teaching/research experience
- Publications/presentations
- Academic awards/honors

CVs are used almost exclusively in countries outside of the United States. In Europe, the Middle East, Africa, or Asia, employers expect to receive a CV. Within the United States, people in academia and medicine tend to use CVs rather than résumés. A CV needs to be ordered according to the job description (teaching vs research) primarily when applying for international, academic, education, scientific, medical or research positions or when applying for fellowships or grants. Your CV should be concise, accurate and truthful.

## 25.7. CV Components

- Complete contact information
- Professional/research objective
- Education/academic background
  - Postgraduate work
  - Graduate work/degree(s), major/minors, thesis/dissertation titles, honors
  - Undergraduate degree(s), majors/minors, honors
- Scholarship/Fellowships
- Research and Scholarly Activities:
  - Journal articles
  - Conference proceedings
  - Books chapters in books magazine
  - Articles papers
  - Presented/workshops
  - Work currently under submission or in progress
- Academic Certifications
- Professional Memberships
- Technical and Specialized Skills
- Academic/Teaching Experience
- Courses taught
- Courses introduced




- Innovation in teaching
- Teaching evaluations
- Academic and Research Interest
- Foreign Language Skills
- Volunteer Work
- References









Curriculum Vitae

Your Name

PERSONAL INFORMATION

First Name Middle Name Last Name



 **Address:** St#y, Town, z Road, City, Country  
 +92 51 xxxxxxxx  +92 345 yyyyyyyy  
 **first name.last name@math.qau.edu.pk**  
 **name@comsats.edu.pk**  
 **name@gmail.com**  
 **http://about.me/abcabc**  
 **name@skype**

Sex: Male | Date of birth: 03/04/1989 | CNIC: xxx-xx-xxxx-9

Preferred Position Assistant Professor

August 2017 – Present

In Charge

Office of Hybrid Learning  
COMSATS Institute of Information Technology, Virtual Campus, Islamabad, Pakistan | [www.vcomsats.edu.pk](http://www.vcomsats.edu.pk)

Primarily a Research and an Advisory cell to provide oversight to hybrid course model, delivery and content design

- Leading a team of Content Experts, Instructional Design Professional, Computer Graphics expert, IT Specialists and Supplementary Instruction Leader
- Making arrangements for faculty development
- Supporting student ICT literacy
- Refinement of courseware
- Analysis of existing practices gauged against successful practices and recommend best practices to moderators, course recorders, IT Specialists, video editors and quality enhancement cell

March 2013 – Present

Research Associate

Mathematics Department  
COMSATS Institute of Information Technology, Virtual Campus, Islamabad, Pakistan | [www.vcomsats.edu.pk](http://www.vcomsats.edu.pk)

- MSc Projects supervised:
  - Theorem of Maria Pia Soler
  - Non-exhaustive Properties of Multiplicative Groups of Matrices
  - Axiom of Choice: Equivalents and Implications
  - Current trends in Quantum Logic
  - Summing the Divergent
  - Language of the Universe: The Mathematics of Thermodynamics
  - A Comparison of Set Theories
  - Physics by [SU\(2\)](http://en.wikipedia.org/wiki/SU(2))
  - Automorphisms of General Linear Group
  - An Overview of Intuitionistic Logic
  - Extensions of Real Numbers
  - Constructive Calculus
- Courses moderated:
  - Analytical Number Theory, Measure Theory, Operations Research, Introduction to Hilbert Spaces, Functional Analysis, Business Mathematics, Partial Differential Equations, Mathematical Statistics, Business Mathematics and Statistics, Statistical Inference, Algebra, Real Analysis
- Seminars delivered:
  - Why intuitionistic logic is de-constructive
  - Fixed Point Theorems in Topology: Applications
  - The counter-intuitive applications of Harmonic Series

Curriculum Vitae

Your Name

- Limits and Randomness of Reason
- Alexander Grothendieck: The Man
- Mathematics and the formalism of Quantum Mechanics
- 1,2
- Best teacher award (thrice)
- HEC's 20th Master Trainers Faculty Professional Development Program
- Extra duties:
  - Department Representative (2<sup>nd</sup> tier management)
    - In-Charge documentation
      - Prepared Concept Paper for introduction of B.S. Statistics Programme
      - Prepared proposal and framework for Hybrid Learning
  - Member Department Academic Review Committee
  - Member Reading Group
    - Participated in various book discussions ranging from neuroscience, quantum mechanics, mathematics, philosophy and seminal works in Victorian, modern and post-modern literature.

October 2012 – November 2012

Subeditor (intern)

Scientific Office  
Pakistan Council for Science and Technology, Islamabad, Pakistan | [www.pcst.org.pk](http://www.pcst.org.pk)

- Chiefly appointed as subeditor for PCST's journal Science, Technology and Development
- Copy edited and proofread research papers
- Homogenised technical content according to referees' reviews
- Verification of Directory of Productive Scientists of Pakistan 2012
- Organised opening ceremony for Science and Innovation Policy, Pakistan, 2012

March 2011 – September 2012

Subeditor

Magazine Department  
UTrade (Pvt) Ltd, Islamabad, Pakistan | [www.utrade.co](http://www.utrade.co)

- Chiefly appointed for editorial work of UTrade's magazine
- Copy edit, technical edit and design edit of articles
- Supervised research team of journalists/writers for articles
- Wrote editorials
- Finalised content, design and flow of magazine
- External and internal coordination as head of magazine department
- Also played vital role in writing legal documents, circulars, newsletters and memoranda for UTrade's internals

December 2009 – June 2010

Lab Conductor

Electrical Engineering Department  
COMSATS Institute of Information Technology, Islamabad, Pakistan | [cit-ib.edu.pk/default2.aspx](http://cit-ib.edu.pk/default2.aspx)

- Course: Introduction to Computer Programming; Language: C++
- Conducted lab sessions for the course.
- Checked programmes and projects; conducted and checked quizzes and assignments
- Delivered proper lectures

April 2009 – February 2012

Chief Editor, English section

Synergy (university magazine)  
COMSATS Institute of Information Technology, Islamabad, Pakistan | [cit-ib.edu.pk/default2.aspx](http://cit-ib.edu.pk/default2.aspx)

- Edited, wrote and finalised articles
- Wrote editorials
- Finalised content, design and flow of magazine
- Team leader and internal and external coordinator

Sector: Publishing

Template received from: © European Union, 2002-2003 | <http://europass.cedefop.europa.eu>

Page 2 / 4



Curriculum Vitae		Your Name
<b>EDUCATION AND TRAINING</b>		
January 2018 – Present	<b>PhD Interdisciplinary Applied Mathematics and Mathematical Physics</b> College of Mathematics, Natural Sciences and Technology   <a href="https://cmnst.dsu.edu/">https://cmnst.dsu.edu/</a> <b>Delaware State University, United States of America</b> <b>Fulbright Scholar</b>	
February 2014 – February 2016	<b>MPhil (Pure) Mathematics</b> Quaid-i-Azam University, Islamabad   <a href="http://www.qau.edu.pk">www.qau.edu.pk</a> <b>Thesis: Operator Algebra and the Foundations of Quantum Mechanics</b> <b>Supervisor: Dr. Tayyab Kamran, Professor, Dept. of Mathematics</b> • CGPA: 3.8 • Publications: • Malik, A.N. & Kamran, T. Non-isometric involutive anti- <del>automorphisms</del> . arXiv:1603.08498 • Malik, A.N. & Kamran, T. Quantum Stud.: Math. Found., Springer (2016). doi:10.1007/s40609-016-0062-8 • Tuition fee waiver • Subeditor for Department Magazine • Recipient of Prime Minister's Laptop	
February 2008 – February 2012	<b>BS Mathematics</b> COMSATS Institute of Information Technology, Islamabad   <a href="http://cit-isl.edu.pk/default2.aspx">cit-isl.edu.pk/default2.aspx</a> • CGPA: 3.28 • Thesis: <i>Engineering Deutsch-Jozsa Algorithm via Bragg Regime in cavity QED</i>	
August 2005 – August 2007	<b>A level</b> OPF Boys College, H-8/4, Islamabad   <a href="http://www.opfcollege.edu.pk">www.opfcollege.edu.pk</a> • Biology, Mathematics, Chemistry, Physics	
<b>INDEPENDENT COURSES</b>	<b>Coursera, Critical Thinkers Academy</b> <a href="http://www.coursera.org">http://www.coursera.org</a>   <a href="http://www.criticalthinkeracademy.com">http://www.criticalthinkeracademy.com</a> Game Theory, Critical Thinking, Quantum Optics, Quantum Mechanics, Quantum Computing, Graph Theory, Machine Learning, Big History, Quantum Logic, Model Thinking	
<b>PERSONAL SKILLS</b>		
<b>Mother tongue</b>	Urdu	
<b>Other language(s)</b>	ENGLISH (FLUENT)      GERMAN (BEGINNER)	
<b>Communication skills</b>	Developed over the years with exposure and interest in classics and philosophy. Matured in my undergraduate uni- when I was appointed as Chief Editor for my university magazine <i>Synergy</i> (sixth edition). I developed some expertise on the following software and languages while doing some freelance projects: • Adobe Photoshop, <del>Joomla!</del> , Dreamweaver, <del>Artisteer</del> , Microsoft MapPoint • C++, PHP, HTML, CSS, Java During my university tenure, I had to develop expertise for the following: • <del>LaTeX</del> , <del>Matlab</del> , SPSS, Mathematica, Scientific Workplace In addition, I learned how to use <del>CorelDRAW</del> during my tenure at <del>UTrade (Pvt.) Ltd.</del>	
<b>Computer skills</b>		
<b>ADDITIONAL INFORMATION</b>		
<b>Conferences, Workshops and Certifications</b>	• Workshop on Contemporary Topics in Analysis, Algebra and Geometry, 2017, organised by <del>Abdus</del> Salam School of Mathematical Sciences – Participant • HEC's 29 <sup>th</sup> Master Trainers Faculty Professional Development Program, 2016, organised by Learning and Innovation Division, HEC – Participant • 3 <sup>rd</sup> National Conference on Mathematical Physics, 2017, organised by International Islamic University, Islamabad – Speaker. Talk title: <i>Orthomodularity and incompatibility of relativity and            quantum mechanics</i> • International Conference and Workshop on Nanoscience and Technology 2012 in Quaid e <del>Azam</del> University – speaker. Talk title: <i>Engineering Deutsch-Jozsa Algorithm with Flying Atoms</i> • Contemporary Physics Workshop 2011 at COMSATS Institute of Information Technology – organiser and speaker. Talk title: <i>Limits and Randomness of Reason</i> • Quantum Information Summer School, 2016, organised by Habib University, Karachi – Participant • 6 <sup>th</sup> International Symposium on Quantum Optics 2011 by Centre for Quantum Physics in	

Curriculum Vitae		Your Name
<b>Awards and Honours</b>	Pakistan Academy of Sciences– Participant • International Conference on Mathematical Physics, November 2015, Quaid-i-Azam University – Participant • National Symposium on Quantum Information Processing 2012, organised by COMSATS – Participant • Nathiagali International Summer School 2011, organised by National Centre for Physics and Pakistan Atomic Energy Commission – Participant • Spring Workshop on Graph Theory and Combinatorics 2012, organised by Lahore University of Management Sciences - Participant • Discover, 2010, business idea competition organised by NUST – Participant • Seminar on brand management, delivered by Brand Manager of Moblink – Participant	
<b>Interests</b>	Fully funded PAEC Talent Fellowship for BS • Fulbright Scholarship Grantee 2017 Cycle • Best Teacher Mathematics Fall 2014, Spring 2014, Spring 2016 • Honorary Associate Editor for research journal <i>Science, Technology and Development</i> since October 2012 • COMSATS high achievers' scholarship (twice) • Consecutively won HEC's indigenous scholarship for MS leading to PhD in 2012 and 2013 • <del>Intra</del> university debating champion 2011 • Founding and executive member of COMSATS Students Science Society and Science Café Literature, Arts, Philosophy      Hiking, Swimming Science      Movies, Music	

## 25.8. Checklist of résumé/CV Writing:

Be sure to go through the following before finalizing your CV or résumé:

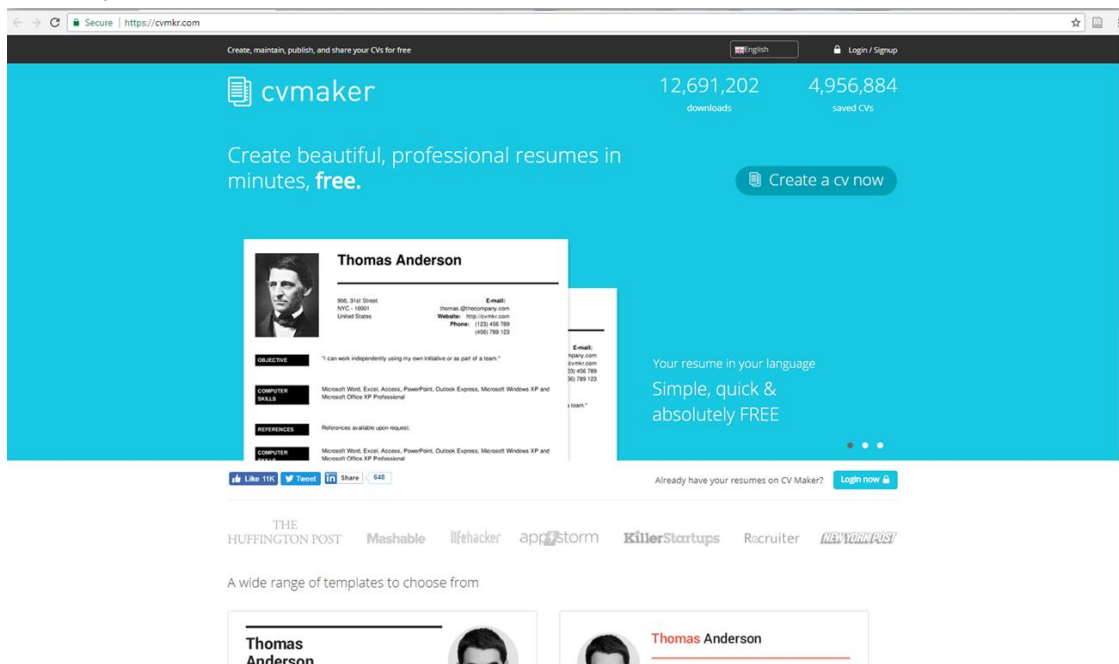
- List awards, honors, certificates, licenses, accomplishments, etc.
- Personal data is not included, e.g., age, marital status, etc.
- Degree title is spelled out and in bold, e.g., Bachelors of Science.
- Organization of CV/résumé emphasizes the key points which you wish to stress
- Content of your CV/résumé matches your career objective.
- Emphasize/highlight abilities, skills and accomplishments.
- Use active power verbs to describe work experiences/skills.
- Use proper text tense (current work/present tense, previous work/past tense).
- Ensure that an employer can quickly scan and find information easily.
- Add a skill or related courses section to further support your objective.

- Dates of work and job titles should be clearly highlighted/emphasized.
- Categories should be clear with text bulleted or indented to create eye appeal.
- Type style and font size is consistent throughout (no smaller than 11-point font).
- Margins, spacing, bolding, bullets, punctuation, date formats, and abbreviations are consistent.
- Avoid as much as possible using personal pronouns such as “I” or “me”.
- Ensure a nice balance of information between being crowded and empty.
- Proofread CV/résumé for typos, spelling and grammatical errors.
- Present list of references separately, if required.

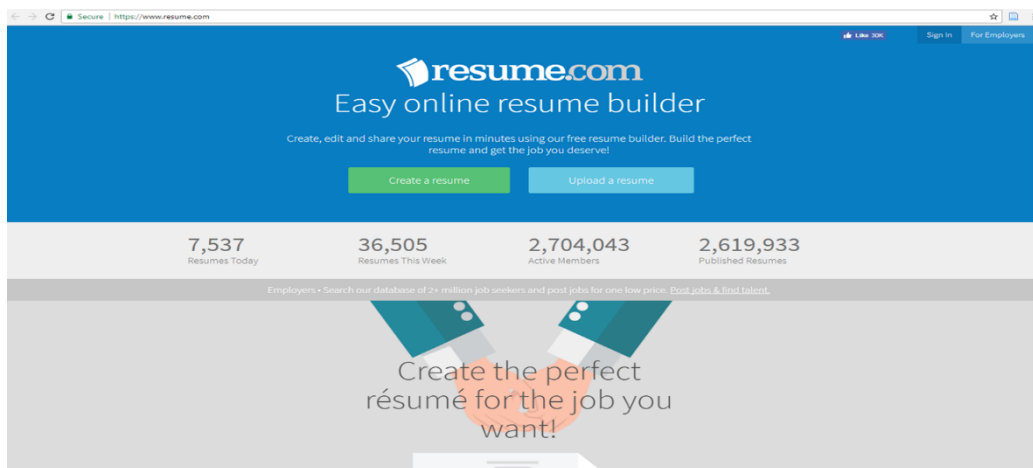
## 25.9. Online CV résumé Builders

You can easily make your résumé or CV online by using following links:

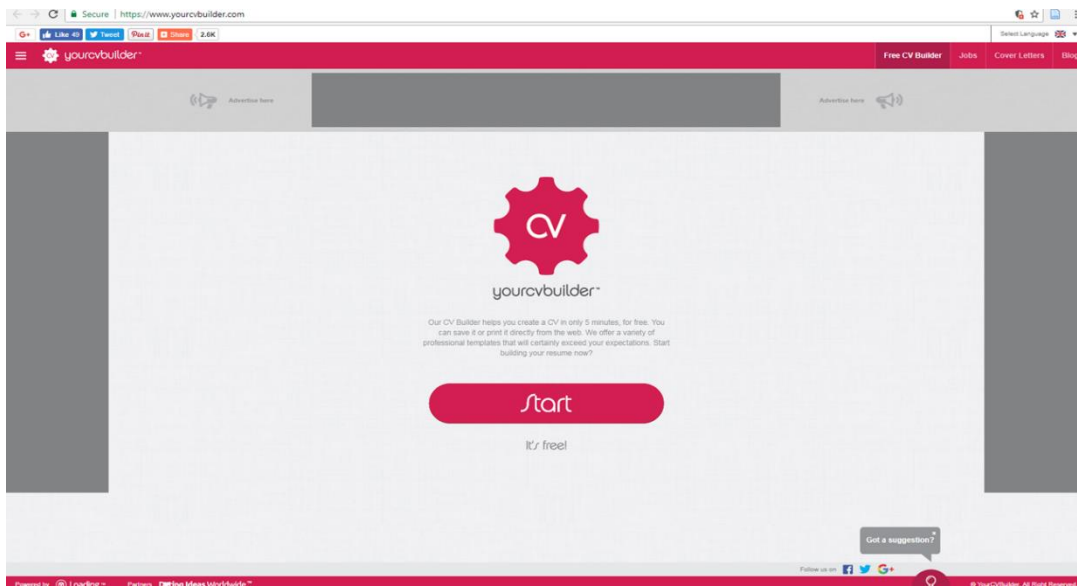
- <https://cvmkr.com/>



- <https://www.resume.com/>



- <https://www.yourcvbuilder.com/>



## References:

- <https://www.jobscan.co/resume-formats>
- <http://hrsbstaff.ednet.ns.ca/jakemac/co-op%20resumes/Notes%20for%20Resume%20Writing.pdf>
- <https://www.thebalance.com/top-resume-writing-tips-2063314>
- <https://www.thebalance.com/guidelines-for-what-to-include-in-a-resume-2061035>
- <http://jobsearch.about.com/od/includeinresume/a/resume-guidelines.htm>
- <http://jobsearch.about.com/od/resumetips/tp/resumetips.htm>
- <http://youthcentral.vic.gov.au>
- [www.bucknell.edu/alumniareerservices](http://www.bucknell.edu/alumniareerservices)
- <https://www.thebalance.com/cv-vs-resume-2058495>