



# How to Make a Good CV

EN2106 – Communication Skills I

**Level I - Semester 2**

# What is a CV?

- CV stands for curriculum vitae  
(Latin for: course of life).



- You use it when you apply for jobs,  
for academic purposes, etc.

# What is The Difference Between a CV and a Resume?

- The **difference** between a **CV** and a **resume** lies in the length, layout, and purpose of these documents. **Resumes** are shorter as they summarize skills and experience whereas **CVs** are more detailed and lengthier.
- Nowadays there is almost no formal difference between a CV and a resume.
- **Resumes** are more *American*



# Sample CV Format

- CV Header with Contact Information
- Personal Profile: CV Objective or CV Summary
- Work Experience
- Education
- Skills
- Additional Sections
- Referees



# Useful Tips

## 1. Choose clear, legible fonts

- Go for one of the standard font types: Arial, Times New Roman, etc.

This is a standard  
font type: Times New Roman.

**YES**

***This is not a standard  
font Type: Forte.***

**NO**

- Use 11 to 12 pt font size and single spacing.

11pt OR 12 pt  
And single spacing

**YES**

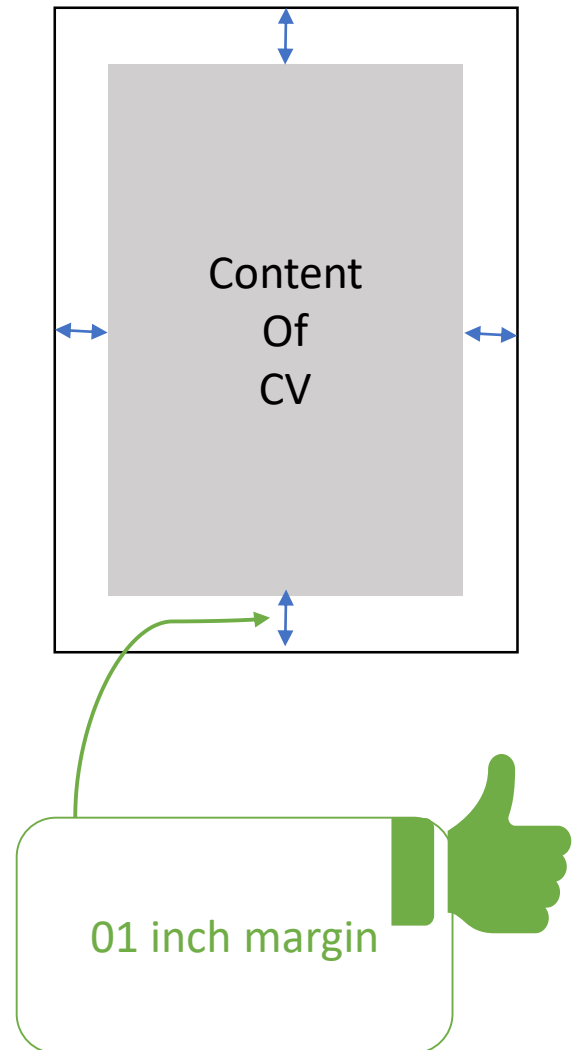
08pt OR 09pt OR 10 pt or 18 pt  
And double spacing

**NO**

- For the author's name and section titles, pick 14 to 16 pt font size.

## 2. Be consistent with your CV layout

- Set one-inch margins for all four sides.
- Make sure your CV headings are uniform—make them larger and in bold but try to avoid *italics* and underlining
- Stick to a single date format on your CV



### 3. No unnecessary graphics

- White space is important!
- It is possible that after you send out your CV, it is going to be printed in black ink on white paper. Too many graphics might make it illegible.

### 4. Photos?!

- If they ask for a photograph, you need to have it. If not, it is not compulsory.
- If you include a photo, make sure to use a professional looking picture, but not as stiff as an ID photo.



# Make Your CV Brief and Relevant

- Do not think that you have to include every single detail about your life on your CV.
- People do not have the time nor the interest to care for what high school you have attended or lengthy lists of past jobs, etc.

**Tip:** Once you have finished writing, save your CV in the PDF format to make sure your CV layout stays intact.

- But pay close attention to the job description.





# Adding Contact Information

You want the recruiters to get back to you, so you need to let them know how they can reach you.

**In the contact information section, enter your:**

- Full name
- Professional title
- Email address
- Telephone number
- Social media contact information (optional)
- Home address

# Start with a CV Personal Profile

## (CV Summary or CV Objective)

- A CV personal profile statement—a brief paragraph of 100 words that gives an idea to the recruiters why *you* are just the candidate they have been looking for.
- Your personal profile will either be a CV objective or a CV summary.
- A CV objective shows what skills you have mastered and how you would fit in. It is a good choice if you have got little work experience relevant to the job you are trying to land, for example, if you are writing a student CV.
- A CV summary, in turn, highlights your career progress and achievements. Use it if you are a seasoned professional and have a lot of experience in your field.

# Example of a CV Objective

## WRONG

Experienced IT graduate looking for a challenging role in a software firm where I can put my skills to the test.

The bottom line is basically “I want a job because I learnt for the job.”

## RIGHT

Dependable, experienced IT graduate willing to take up challenges in high-stress environments working to meet deadlines, is seeking to be part of the innovative team of software engineers in Soft Solutions and thus contribute with ten years of programming experience to assist the company face its upcoming challenges.

See the difference? The latter candidate focused solely on what he can offer his future employer. He also mentioned the name of the specific company (to which he is applying) in a very positive note.

# Example of a CV Summary

## WRONG

Dental Nurse with years of experience supervising the medication and health records of patients.

This one, says nothing much than “I am a nurse.” It presents nothing but generic responsibilities all nurses have.

## RIGHT

Foreign-trained Dental Nurse with 10+ years of experience seeking to leverage management experience as Chief Dental Nurse at the Dental Unit of General Hospital by assisting in training staff through the implementation of new programmes.

This gives a complete outline of the candidate's background and shows how her experience will help her tackle particular problems faced by the hospital.

# Relevant Work Experience & Key Achievements

- Your work experience section is the most important part of your whole CV.
- Recruiters not only want to know what you did but how well you did it and what you can offer your prospective employer.
- Focus on your measurable, relevant achievements, not just your duties.
- Use action verbs such as, “created,” “analyzed,” “implemented”.
- Tailor your CV to suit the job requirements. Read the job description carefully and check what tasks will be expected of you.

# Sample Job Description

## (Account Sales Representative)

### **Responsibilities:**

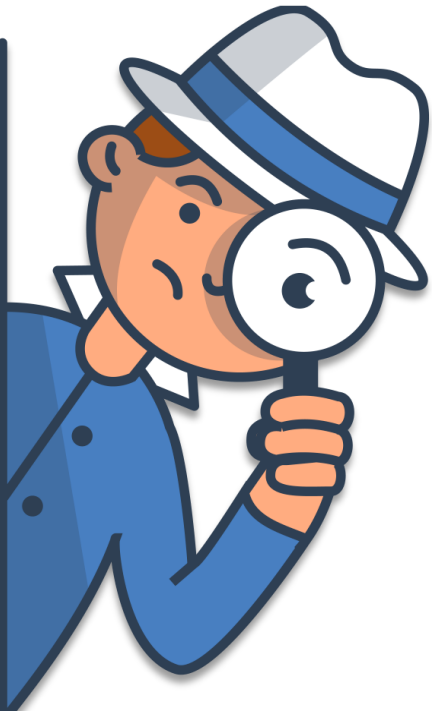
- Identifies market potential by qualifying accounts.
- Initiates sales process by scheduling appointments
- Recommends new products and services by evaluating current product results
- Updates job knowledge by participating in educational opportunities.
- Accomplishes marketing and organization mission by completing related results as needed.

Source: <https://hiring.monster.com/employer-resources/job-description-templates/account-sales-representative-job-description-sample/>

# CV Example—Work Experience

## (Marketing & Sales Assistant)

- Assisted in the creation of press releases and new catalogues
- Conducted primary research into the most popular sold items and discovered new customer behavior patterns that will be used in implementing the next marketing strategy
- Grew Facebook fan base from 0 to 12,000 in 4 months [LINK to the Facebook fan page]



# CV Education Qualifications Section

➤ If you have a degree, include only that on your CV. Do not mention your A/Ls, unless it is your highest degree of education. List:

- ✓ Graduation year (if you are still studying, enter your [expected graduation date](#))
- ✓ Your [degree](#)
- ✓ Institution name
- ✓ [Honors](#) (if applicable)





# Relevant Skills that Fit the Job Opening

- When you list your skills, add a short description of each to indicate your level of proficiency. For example “Excellent,” “Advanced,” or “Basic.”



# Include Additional CV Sections to Impress the Recruiter

## ➤ Sample CV Additional Sections

- ✓ Industry awards
- ✓ Professional certifications
- ✓ Publications
- ✓ Professional affiliations
- ✓ Conferences attended
- ✓ Additional training



# Referees

- Include contact information of at least two non related referees **related to the field** you apply for.
- Make sure that you inform the referees and get their consent to include such information.



# Organizing the above information on a professional CV template

➤ There are hundreds of ready, fill-in-the-blanks CV templates available online.

➤ Check out some of the CV templates available



**The End!**