

LECTURE -01

CV / Resume Writing

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CV/Resume : Why is it Important?

- Recruiters receive 100s of CVs for each position.
- Have to shortlist only a few.
- Have less time to review your CV/Resume.
- First impression is important.

Curriculum Vitae (CV)

- Curriculum vitae is Latin for "course of life", often shortened as CV or vita.
- Is an in-depth document that can be laid out over two or more pages.
- Contains a high level of detail about your achievements, a great deal more than just a career biography.
- Covers your education as well as any other accomplishments like publications, awards, honors etc.

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- Is detailed, complete and in reverse chronological order record of your professional history.
- Is static and does not change for different positions, the difference would be in the cover letter.

Resume

- Comes from the French word resume meaning "summary".
- Is the applicant's brief introduction.
- Is shorter, more focused and targeted list of relevant skills and accomplishments.
- Is tailored as per the requirements of each job.
- Does not have to be ordered chronologically, does not have to cover your whole career like CV and is a highly customizable document.

Resume Vs CV Differences

- Three major differences between Resume and CV.
 - Length.
 - Purpose
 - Layout.
- Resume is a brief summary of your skills and experience over one or two pages whereas CV is more detailed and can stretch well beyond two pages.
- Resume is tailored to each position whereas the CV will stay put and any changes will be in the cover letter.

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- Resume is used when applying for a position in industry, non-profit, and public sector whereas CV is used when applying for positions in academia, fellowships and grants.
- Resume's information can be shuffled around to best suit the job requirements whereas CV has a clear chronological order listing the whole career of the individual.

Components of CV/Resume

Typically, a CV/Resume includes (but not limited to) the following components:

- Contact Information.
- Objective.
- Work Experience.
- Education.
- Skills and abilities.
- Trainings and Certifications etc.

I. Contact Information

- Always put on top.
- Use a professional photograph.
- Should include
 - Full Name.
 - Mobile No.
 - Email Address.
 - Postal Address.
- Do not list your age, race, sex, political preferences, religious affiliations, marital status, social security number, driver's license number etc.

2. Objective

- Explains who you are, what you are offering, and what you are looking for.
- Aims to prove why you are suitable in one short paragraph.
- Targets the company's prospective.
- Must be clear, concise and to the point.

Searching for the opportunity to bring 8+ years experience with programming, technology, engineering, and server maintenance to a Software Engineer position with ABC Company incorporating critical thinking, problem solving, and leadership.

3. Work Experience

- Includes all of your relevant work experience.
- Starts with the most recent first.
- Includes your job title, the name of the organization, time in post, and your key responsibilities.
- Must talk about **achievements** in each job, not **responsibilities** e.g.
 - I was responsible for managing the payroll processing of the employees **Vs**
 - I managed the payroll processing of 300 employees of the company.

4. Education

- Start from last school attended.
- Write course/degree name.
- Write year of passing.
- Write CGPA.
- Write name of institution.
- If you have more educational achievements than work experience, placing an emphasis on this section is a good idea.

5. Achievements

- Chance to show how your previous experience has given you the skills needed to make you a suitable candidate.
- List all of your relevant skills and achievements (backing them up with examples).
- Make it clear how you would apply these to the new role.

6. Skills and Abilities

- All of them are important.
- Highlight the ones which are more relevant to the specific job.

7. References

- Many employers do not check references at the application stage so unless the vacancy specifically requests referees, it is fine to omit this section completely.
- In the above case, saying “References are available on request” is sufficient.
- Normally two referees are sufficient
 - One academic (e.g. your FYP Supervisor)
 - One professional (e.g. your boss at an internship or job)
- Carefully choose someone who knows you and **likes** you.

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- For each referee, mention
 - Name.
 - Title.
 - Organization.
 - Business Address.
 - Email and Phone number.

General Rules

- Use easily readable fonts like Arial, Times New Roman.
- Choose one font and use it consistently throughout.
- Use reasonable font size e.g.
 - Size 18 for your name on top.
 - Size 14 for headings.
 - Size 12 for texts.

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- Proofread your CV to avoid grammatical mistakes.
- Use bullet format. No dashes.
- Use bold, italic and underline carefully.
- If your CV/Resume is more than one page long, use page numbers.

Things to Avoid

- Do not write “CV” or “Resume” at the top.
- If sending electronically, do not send .doc file of the CV. Send it as PDF.
- Do not send your CV electronically as “mycv.pdf”. Properly rename it as “FName_LName_CV.pdf”.
- Do not use emails like sweetheart@... Or mister321@...
- Do not print on both sides of the page.
- Do not fold if mailing. Use large envelopes.

After the interview

- If you are called for the interview, make sure you
 - Send thank you letter/email after the interview.
 - Follow up/ highlight some of the points discussed.
 - Re-emphasize that you really are passionate about the job.

Assignment

- Draft your CV and Resume for a job of your choice.
- You can use any format that you like provided it follows the general guidelines of a good format for CV.
- Explore EuroPass format for CV online.
- Submission deadline: Tuesday, next week.

Acknowledgment

The content presented in this lecture is inspired by miscellaneous sources.

- [5 Resume tips to improve your odds of getting hired at google](#)
- [cv-writing-tips-dos-donts](#)
- [how-write-effective-cv-best-practice-tips-job-success](#)

Sites to create your Resume/CV

Besides EuroPass, here are some more sites to create your Resume/CV for FREE:

1. [FlowCV](#)

↪ flowcv.io

2. [ResumeRx](#)

↪ rxresu.me

3. [Zety: Resume Builder & Career Website](#)

↪ zety.com

4. [LiveCareer](#)

↪ livecareer.com

5. [ResumeNerd](#)

↪ resumenerd.com

6. [Novorésumé](#)

↪ novoresume.com

7. [Resume LABB](#)

↪ resumelab.com/in

8. [Resume Genius](#)

↪ resumegenius.com

9. [MyPerfectResume](#)

↪ myperfectresume.com

10. [Indeed.com](#)

↪ indeed.com/create-resume