CV Writing

Course Overview

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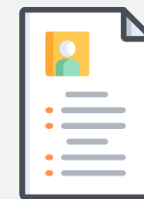
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Course Overview

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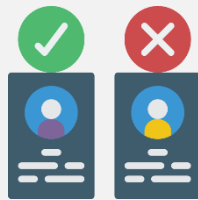
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PART 1
What's a CV?

What's a CV?

- CV stands for Curriculum Vitae, a Latin word that means "the course of one's life or career".

- It is a marketing tool for you to the recruiter.

- It helps outline one's skills, knowledge, and experience.

Helpful Tip

Typically, the person who reads your CV will take around **10 seconds** to decide whether or not to read the whole document.

PART 2
CV vs. Résumé

CV vs. Résumé

01 CONTENT

LENGTH

02

03 PURPOSE

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1. Content

- **CV**

- offers a more generic summary of your background and skills.

- **Résumé**

- tends to be tailored for a specific purpose or a targeted vacancy.

So... which one is more professional to use?

CV

Résumé

2. Length

- **CV**
  - Two or three pages or a little more

- **Résumé**
  - One page, sometimes two

3. Purpose

- **CV**

- In Europe, the Middle East, Africa and Asia, employers expect a CV.

- In the U.S., a CV is used primarily when applying for academic, education, scientific or research positions.

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3. Purpose

- **Résumé**

- In the U.S., a résumé is used primarily when applying for job applications.

Video Time!

PART 3
Types of CVs

Types of CVs

- **Targeted CV**

is written specifically to one particular job.

- **Untargeted CV**

is used when you do not have a clear idea of what job you are seeking, or when you do not want to limit your application.

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Any Questions

Part 4

PART 4
CV Components

CV Components

01 Contact Information

02 Objectives

03 Education

04 Work Experience

05 Training Courses

06 Skills

07 Honors & Awards

08 Interests

09 References

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1. Contact Information

- Full name

- Rough Location

- E-mail address

- Mobile number

- Optional website address or LinkedIn profile address

1. Contact Information

2. Objectives

- An objective should not be all about what you want; it should also show the employer what is in you for them.

- The most effective objective is one that is tailored to the job you are applying for. It states what kind of career you are seeking, and what skills and experiences you have that make you ideal for that career.

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3. Education

It is listed in a reverse chronological order – most recent first:

a) Post-graduate study (M.A. or Ph.D.)

a) University education

a) Pre-university education (High School)

4. Work Experience

- It is where you show your professional track record.

- It is listed in a reverse chronological order, including:
  - a) full-time jobs
  - b) part-time jobs
  - c) internships
  - d) voluntary work

- It needs to be accurate, highlight your achievements, and include relevant points that prove you are the right person for the job.

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4. Work Experience

- Writing your Work Experience section of your CV is all about the structure.

- A handy way of doing it is with columns. For example, one column for the time frame you held the position, another for the role title and then another for further details.

4. Work Experience

Work History

Barista June 2016 – Present	Carlos Coffee I have been working part-time at Carlos Coffee for over two years, developing my skills in customer service and team work. In January 2017 I was promoted to Team Leader, demonstrating my ability to use my initiative and motivate my colleagues.
Work Experience Placement May 2016	Mungo's Museum During this two-week placement, I helped run outreach activities for local school children, as well as organise exhibitions and help promote the museum through marketing activities.
Volunteering September 2014 – April 2016	Lethel Food Bank I volunteered at my local food bank for over two years, helping to prepare and distribute food, as well as deliver meals to the homeless.

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Activity Time!

4. Work Experience Tips

- Draw parallels

- Be factual

- Prove you have what the employer wants

- Highlight your achievements

- Use positive language

- Focus on your strengths

5. Training Courses

- It is listed in a reverse chronological order.

- It may include:

a) training classes (whether online or face-to-face),
b) professional development workshops, and
c) seminars.

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6. Skills

- Computer/Software Skills

- Language Skills

- Interpersonal Skills

6. Skills

- Customize the skills section of your résumé to match the requirements listed in the job posting.

- The closer a match your skills are to the job requirements, the better your chances are for being selected for an interview.

6. Skills

- Many employers utilize automated Applicant Tracking Systems (ATS) to scan candidate résumés; these systems are programmed to search for specific keywords.

- The more keywords your résumé can "match," the more likely it is that your résumé will be selected for review by human eyes.

Helpful Tip

Always be prepared with specific situations to demonstrate and prove your interpersonal skills.

Activity Time!

Video Time!

7. Honors & Awards (Optional)

- It many include:

  a) recognizable, significant awards

  a) leadership and athletic honors

  a) academic awards

8. Interests (Optional)

- Travel

- Membership of clubs or societies

- Music

- Sports

9. References

- Do not mention all the details about your references.

- It is recommended to include the phrase "References available upon request" at the end of your CV.

9. References

Your References page must include:

a) name of referee,
b) job title,
c) company name,
d) phone number, and
e) e-mail address.

PART 5
CV Layout & Language

CV Layout

- If you want to land the best job offers on the market, then your CV layout needs to be perfected.

- A strong layout will allow recruiters to quickly evaluate the benefits you can bring to a role, and will ultimately lead to more job interviews than a poor layout.

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CV Layout Tips

1. Keep your CV/résumé short and concise.

1. Do not go longer than 2 pages.

1. Include summaries of your employment and education, rather than lots of details.

1. Use bulleted lists as they sound objective and c

CV Layout Tips

5. Use one text column only.

5. Start with a persuasive intro.

5. Use clear bold headings.

5. Keep the font consistent.

CV Language

- Use appropriate action verbs.

- Avoid using adjectives like 'nice' and 'good'; replace them with powerful ones like 'proficient', 'skilled,' etc.

- Do not use slang or abbreviations.

CV Language

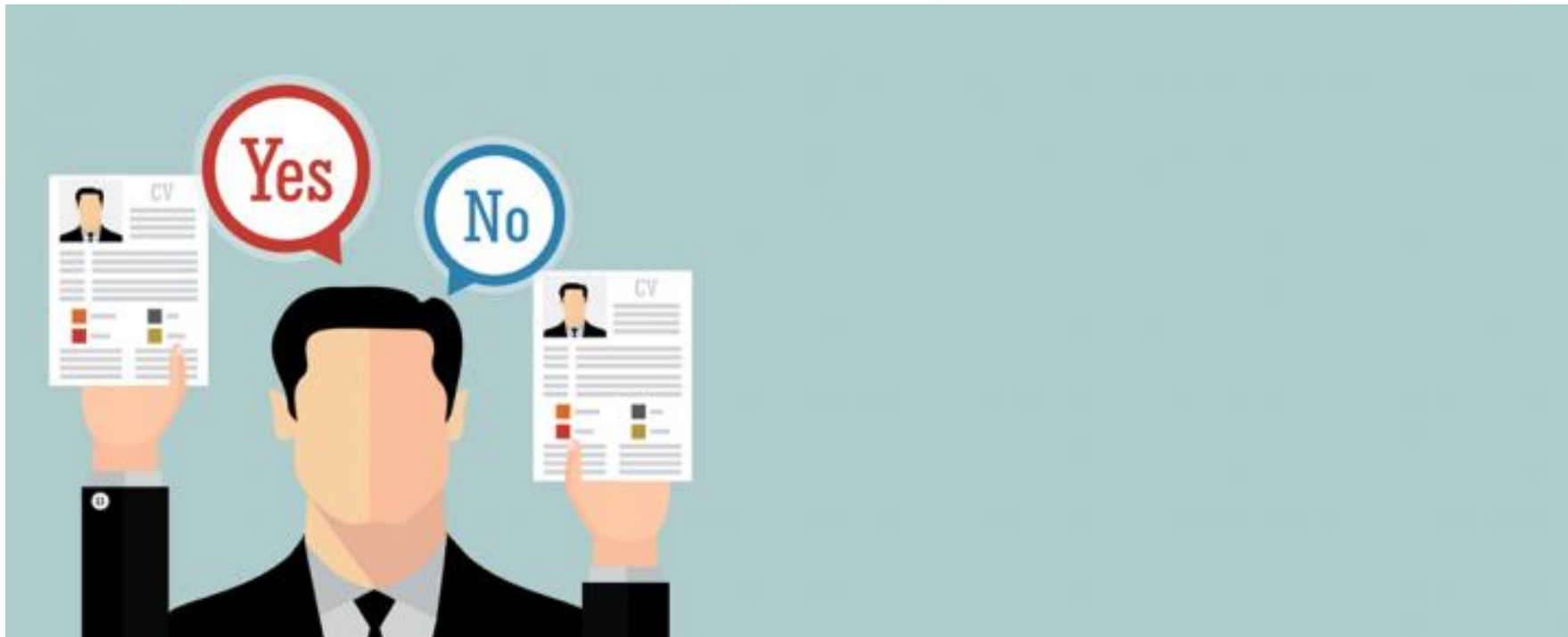| Powerful Verbs	Powerful Adjectives
Achieved	Adaptable
Developed	Analytical
Managed	Determined
Demonstrated	Logical
Conducted	Resourceful
Planned	Flexible
Organised	Supportive
Improved	Capable

Any Questions

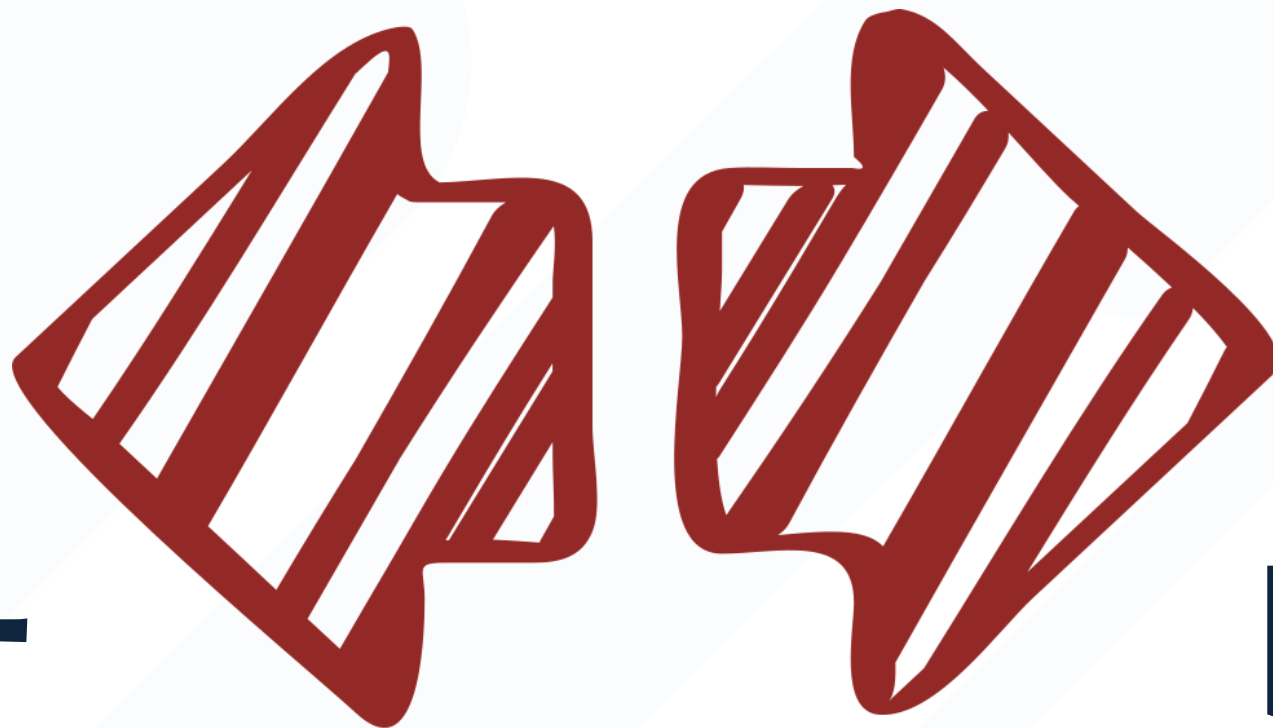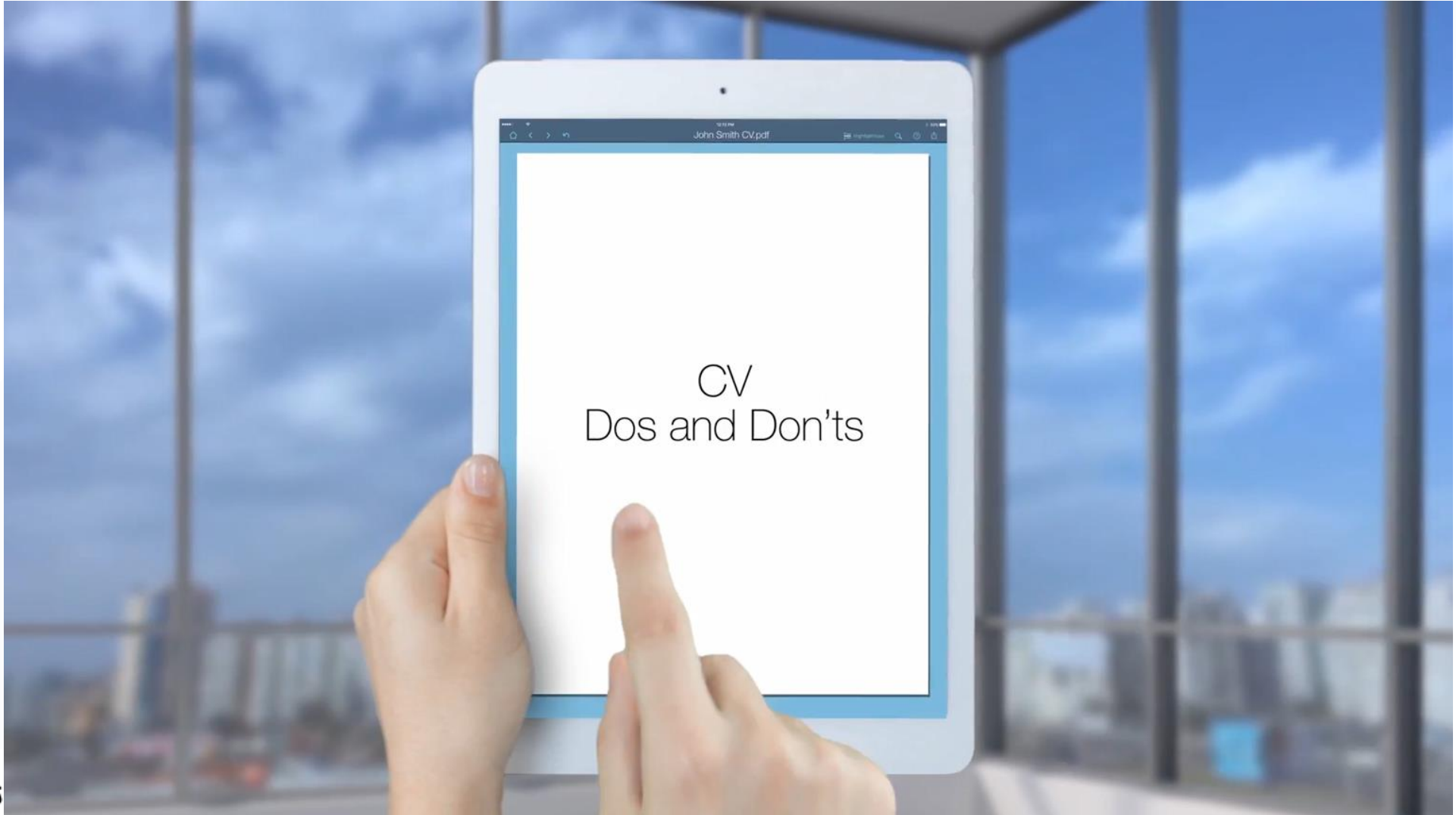# PART 6
CV Writing Dos and Don'ts

Activity Time!

Don't   Do

Video Time!

DOs

Use ...

✓ an MS Word-processed CV.

✓ boldface to highlight headings and subheadings.

✓ different font sizes to distinguish between headings and other text.

DOs

Use ...

✓ an 11 or 12 point text font size.

✓ a font style that is easy to read - Times New Roman is a good standard example.

DON'Ts

Do not use …

- ✗ too much boldface or uppercase

- ✗ too many variations in font size

- ✗ boldface and underlining together

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DON'Ts

Do not use ...

× background images.

× unprofessional e-mail address.

× improper personal photos.

DON'Ts

Avoid ...

× lying.

× writing a lengthy résumé.

× slang, jargons, and abbreviations.

× redundancy.

DON'Ts

Do not include ...

- ✕ age.

- ✕ height or weight.

- ✕ ethnic identity.

- ✕ political affiliation.

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DON'Ts

Do not include ...

× religion.

× marital status.

× health conditions.

PART 7

Cover Letters

What is a Cover Letter?

- It is a customized job application letter to a specific job opening.

- It is always sent along with your submitted CV/résumé.

- The main aim of the cover letter is to communicate to the employer that you are the right candidate.

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Video Time!

What is a Cover Letter?

A good cover letter has to match the job description. It has to show the employer that …

1. you are the right candidate for the job,

1. you have previous experience performing the listed job responsibilities and

1. you meet the qualification.

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Cover Letter Format

1. Your Contact Information

- Name
- Phone Number
- Email Address
- Date

Cover Letter Format

2. Your Employer Information

- Company Name
- Title
- Address

Cover Letter Format

3. Salutation

- Dear Mr./Ms. Last Name, ...
- Dear Hiring Manager, ...

Cover Letter Format

4. Body

- First paragraph   (Why you are writing)
- Middle paragraph   (What you have to offer)
- Final paragraph   (Thank the employer)

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Cover Letter Format

5. Complimentary Close
- Sincerely,
- Respectfully,

6. Signature
- Handwritten Signature (for a mailed letter)
- Typed Signature

Cover Letter Do's and Don'ts

1. Write a unique cover letter for every job to which you apply.

1. Don't just repeat your résumé.

1. Answer the question: "Why do you want to work here?"

1. Avoid value judgments and don't draw conclusions that aren't yours to make.

2. Be personal.

Let's Practice
Writing a Résumé