



Content

- ◆ What is a CV?
- ◆ When should you use a CV?
- ◆ How long should a CV be?
- ◆ What information should a CV include?
- ◆ What makes a good CV?



The Basics of a CV

- ◆ Short description of the persons educational and professional history
- ◆ When you are applying for a job at Interviews
- ◆ Should be a very systematically designed document
- ◆ Creates your impression in the eyes of the interviewer
- ◆ Short not longer than two pages
- ◆ Should be printed on Bond Sheet of paper
- ◆ No restriction on the templates



Order of Content

◆ Personal Information

- ◆ Name- Clear in BLOCK letters and bold and underlined using font size 16.
- ◆ Email Address: A formal email address remove hyperlink of it before printing
- ◆ Mobile number- give only one mobile number which is active
- ◆ Permanent Address (optional)
- ◆ LinkedIn id link
- ◆ Coding profile link- Any one like GitHub, Hacker-earth, Hacker-rank, Code-chef etc.
- ◆ Skype ID (optional)

Order of Content

- ◇ Educational Qualification:
 - ◇ Start with the current Qualification
 - ◇ Follow reverse chronological order
 - ◇ Graduation, XII, X
 - ◇ State the name of the institution
 - ◇ Marks obtained
 - ◇ Year of passing



Projects

- ◆ Mention the best 5 projects on the CV with:
 - ◆ Name of the projects
 - ◆ Short summary
 - ◆ Duration of the project
 - ◆ Technologies used



Certifications

- ◆ Write maximum 5 most recent certifications:
 - ◆ Write the name of the course,
 - ◆ certifying authority
 - ◆ Date or Duration
 - ◆ Example:
 - ◆ Completed certification on Basic of C language from Udemy.
 - ◆ Completed a certification on Java programming from Stanford University.



Extra Curricular Activities

- ◇ Maximum 5 major activities
 - ◇ Sports
 - ◇ Dramatics
 - ◇ Cultural
 - ◇ Social work
 - ◇ Student organization
- ◇ Should not be too old and the volunteer work and coordination work only
- ◇ Participation will be useful





CONTACT

Address

Dayjob.com, St Pauls Square
Birmingham B18 6NF

Phone

0123 456 7890

Email

info@dayjob.com

Linkedin

linkedin.com/yourname

PROFESSIONAL

Ability to sell at decision-making levels.

Able to deal with frequent change, delays, or unexpected events.

Identifying opportunities for cost improvements.

Performing mathematical calculations rapidly and accurately.

Knowledge of shipping and handling charges.

Building deep and effective relationships with peers outside own team.

REFERENCES

Available on request.

Mark Curry

Buyer

PROFILE

Mark is a talented Buyer who can help a company to diversify its product range. He has a long track record of finding the best products for the best prices, from the most reliable vendors. As a true professional he is fully conversant with modern procurement and purchasing techniques. During his career he has gained extensive buying experience in many relevant fields.

CAREER

2016 - Present	Buyer	Company name
	Responsible for improving existing buying processes and systems. Maintaining an effective supplier database to procure various services, equipment and materials. Ensuring that suppliers meet their stated performance expectations.	
2015 - 2016	Buyer	Company name
	Supervising the work of Junior Buyers and Merchandising Assistants. Leading negotiations and problem resolution discussions with suppliers. Managing the buying process from start to finish. Ensuring orders are quickly placed.	
2014 - 2015	Buyer	Company name
	Maintaining procurement documents in a systematic and auditable fashion. Reviewing opportunities and proposals from new suppliers. Issuing Purchase Orders with sellers.	
2013 - 2014	Buyer	Company name
	Building strong relationships with vendors. Assisting with the preparation and implementation of formal bids.	

SKILLS

Experience of outsourcing to low cost countries.

Identifying brands and products that represent the client and customer's demands.

ACADEMIC

2011 - 2014	Course details	University name
2009 - 2011	Course details	College name
2005 - 2009	Course details Maths (A) English (B)	School name

MICHAEL



Job Title

ANDREWS

SUMMARY

Write a short brief introduction of just a few paragraphs explaining exactly who you are, your strengths and also why you feel you are a suitable candidate. Try to write it in the third person. Here is a good example; "A true champion of best practise who is organised, customer-focused, and also has the required communication skills needed to make every customer feel special."



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CAREER

Present 2016	JOB TITLE	Company name
	In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other important duties.	
2016 2015	JOB TITLE	Company name
	In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other important duties.	
2015 2014	JOB TITLE	Company name
	In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other important duties.	
2014 2013	JOB TITLE	Company name
	In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other important duties.	
2013 2012	JOB TITLE	Company name
	In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.	

EDUCATION

University name	2009 – 2012
Course details	
Modules	
College name	2007 – 2009
Course details	
Subject	
School name	2002 – 2007
Course details	
English (A)	
Maths (B)	
Physics (C)	

SKILLS

MS Office	<div><div></div></div>
Text here	<div><div></div></div>
Text here	<div><div></div></div>
Text here	<div><div></div></div>

REFERENCES

Available on request.



Facebook.com/name



Twitter.com/name



LinkedIn.com/name

IT Project Manager

Experience

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Cut costs by 32% in less than six months.
- Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.

- Streamlined IT logistics and administration operation cutting costs by 25%
- Diagnosed problems with hardware and operating systems.
- Successfully migrated two servers to new data architecture.
- Maintained the user database of over 30000 patients.
- Managed project for lean training for all IT Support Officers.

- Provided support for project managers and hospital staff for 2 years.
- Prepared over 100 infrastructure performance analyses and reports.
- Implemented a new tracking dashboard, cutting manual data input by 80%.
- Successfully resolved over 200 issues in regards to IT infrastructure.

- Graduated Summa Cum Laude.
- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.

- Member of Student Association of Computer Science.
- Managed a student project to organize a conference for 50+ professionals.

2010-05	PMP - Project Management Institute
2007-11	CAPM - Project Management Institute
2003-04	PRINCE2® Foundation

● ● ● ● ●
Basic

4 Visual Resume Templates

Editable PowerPoint Shapes & Icons



Name Surname
Job Title

Experience

- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?

Education

- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information

Skills

- Skill name, short description of the skill
- Skill name, short description of the skill
- Skill name, short description of the skill
- Skill name, short description of the skill

Languages

- Language 1 – your level
- Language 2 – your level
- Language 3 – your level

Additional data

Here is a place for your certifications, hobbies, interests relevant to the job you apply for.

This is the placeholder text for you to put your professional summary in. Write all the important information down here. Make it consistent with your career goals.

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(XXX)-XXX-XXXX

name22@gmail.com

Name Surname

(XXX)-XXX-XXXX

Address XX,
Postal code,
City

nameX@gmail.com

My Skills

Skill One (software etc.)

Skill Two (software etc.)

Skill Three (software etc.)

Skill Four (software etc.)

Skill Five (software etc.)

Professional Experience

Summary This is the placeholder text for you to put your professional summary in. Write all the important information down here. Make it consistent with your career goals.

- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
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 - Write a quick summary of your duties in this position.
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- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position.
 - What did you learn?

Languages

Language 1 – your level

Language 2 – your level

Interests

Name your interests that are relevant to the position you apply for.

This is the placeholder text for you to put your professional summary in. Write all the important information down here. Make it consistent with your career goals.

Education/Certification

- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information

Name Surname

(XXX)-XXX-XXXX

nameX@gmail.com

Skills

Skill One (software etc.)

Skill Two (software etc.)

Skill Three (software etc.)

Skill Four (software etc.)

Skill Five (software etc.)

Skill Six (software etc.)

Professional Experience

- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?
- Name Of The Company (dates)
your position there
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- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?

Languages

Language 1 – your level

Language 2 – your level

Interests

Name your interests that are relevant to the position you apply for. Add any important information here.

This is the placeholder text for you to put your professional summary in. Write all the important information down here. Make it consistent with your career goals.

Education / Certification

- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information

Name Surname

(XXX)-XXX-XXXX

nameX@gmail.com

Experience

- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?
- Name Of The Company (dates)
your position there
 - Write a quick summary of your duties in this position. What did you learn?

Skills & languages

- Skill One (software etc.)
- Skill Two
- Skill Three
- Skill Four
- Skill Five

Education

- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information
- Name Of The School (dates)
your specialization
additional information

Extra Information

Hobbies, Certificates or quick summary to be written here. Say why you are the most suitable candidate.

This is the placeholder text for you to put your professional summary in. Write all the important information down here. Make it consistent with your career goals.



Thank you!

