

# Content

- **⊗** What is a CV?
- ♦ When should you use a CV?
- ♦ How long should a CV be?
- **The 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
- **The Second Seco**
- 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
- **The 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



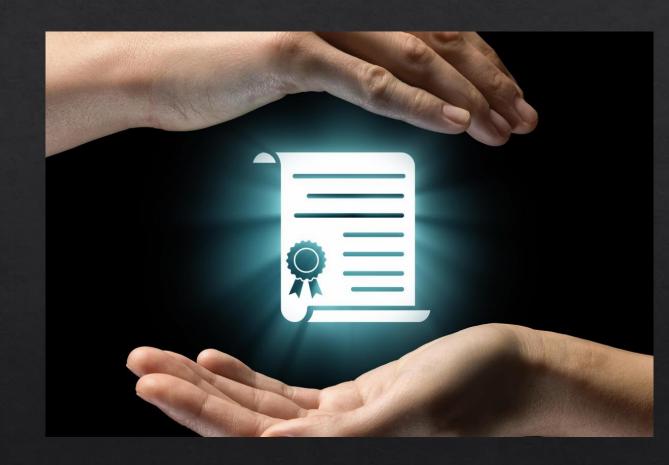
# Projects

- ♦ 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 decisionmaking 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, Leadi	ng negotiations and problem resolution
	discussions with	suppliers. Managing the buying process from
	start to finish. En	suring 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 nam
2009 - 2011	Course details	College name
2005 - 2009	Course details	School name
	Maths (A) English (B)	





## **ANDREWS**

Job Title

## 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."

Dayjob.com, 120 Vyse Street Birmingham



0123 456 7890



info@dayjob.com

## CAREER

Present	JOB TITLE	Company name
2016	In a short statement of no more than a few sentences	
	and main resp	role in the company and outline your key ponsibilities. Give a brief outline of your job any other important duties.

2016	JOB TITLE	Company name	
2015	In a short stat	tement 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	JOB TITLE	Company name
2014	In a short stat	tement 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 jo	
	role and also	any other important duties.

2014	JOB TITLE	Company name
2013	In a short stat	tement 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 jol	
	role and also	any other important duties.

2013	JOB TITLE	Company name
2012	In a short statement of no more than a few sentences	
	describe your role in the company and outline your key	
	and main resp	ponsibilities.

## **EDUCATION**

University nan	ne 2009 – 2012
Course details	
Modules	
College name	2007 - 2009
Course details	
Subject	
School name	2002 - 2007
Course details	

## SKILLS

English (A)

Maths (B) Physics (C)



## REFERENCES

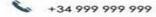
Available on request.



# NAME LAST NAME

JOB YOU'RE LOOKING FOR

#### name.lastname@gmail.com



City - Country

skype

url.linkedin

@twitter

### ABOUT ME

### SOFTWARE

### REFERENCES

- ✓ Spanish
- ✓ English
- ✓ German
- ✓ French

### WORK EXPERIENCE

00-00-00 NAME OF THE COMPANY

Job occupied
Missions or tasks realized:

00-00-00 NAME OF THE COMPANY

Job occupied
Missions or tasks realized:

00-00-00 NAME OF THE COMPANY

Job occupied Missions or tasks realized:

### **EDUCATION**

Year D City-Country U

Year Diplom

Diploma xxxxxxxxxxxxxxxxxxxxxxxx

University or school

Year City-Country

City-Country

Diploma xxxxxxxxxxxxxxxxxxxxxxxx

University or school

## John Smith

IT Project Manager

IT Professional with over 10 years of experience specializing in IT department management for international logistics companies. I can implement effective IT strategies at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Striving to leverage my skills at SanCorp Inc.

#### **Experience**

#### 2006-12 present

#### Senior Project Manager

Seton Hospital, ME

- · 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.

#### 2004-09 -

#### Junior Project Manager

#### 2006-12

Seton Hospital, ME

- 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.

#### 2002-08 -2004-09

#### IT Support Officer

Seton Hospital, ME

- · 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.

#### Education

#### 1999-09 -

#### Master of Computer Science, University of Maryland

#### 2001-05

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

#### 1996-09 -1999-06

#### **Bachelor of Computer Science, University of Maryland**

- · Graduated Summa Cum Laude.
- · Member of Student Association of Computer Science.
- Managed a student project to organize a conference for 50+ professionals.

#### Certifications

2010-05	PMP	-

#### Project Management Institute

CAPM - Project Management Institute

#### 2003-04

PRINCE2® Foundation

#### Personal Info

#### Address

134 Rightward Way Portland, ME, 04019

#### Phone

774-987-4009

#### E-mail

j.smith@uptowork.com

#### LinkedIn

linkedin.com/johnutw

#### Skills

**Business Process Improvement** 

Vendor Management

Sales Analysis

Strategic Planning

Communication Skills

#### Software

Microsoft Project



MS Windows Server



Linux/Unix



Microsoft Excel



### Languages

French



Spanish



<sup>2007-11</sup> 

# 4 Visual Resume Templates

# Editable PowerPoint Shapes & Icons

Surname

My Skills

. . . 0

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. . . .

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Languages

Interests



## Name Surname

Job Title

professional summery in Write all the important for you to put your Write all the important



XXX]-XXX-XXXX



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

- Name Of The School (dated) your specialization. additional information
- Name Of The School Idetect additional information

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- Skill hame short description of Gell name short department of the skill the GIT
- Skill name, short description of Still name, short description of
- THE REAL Skill name, short decorption of Sell name, short description of

## Languages

Language T - your level Language 3-your level Here is a place for your

Additional data cartifications, hobbods, interacts relevant to the job you apply for

are relevant to the positio

## (C) (2000)-2000-200001

nameX@gmail.com

Address XX, Postal code,

City

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

### Professional Experience

- Name Of The Company (states) your position there
- \* Virtie a task's summary of your duties in this position
- - Name Of The Company States your position there
  - \* . Write a guidk numerary of your duties in this position. What did you learn?
  - Name Of The Company (dated) 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 guids currenary of your duries in this position.

## Q Education/Certification

- Rame Of the School your specialization additional information
- Name Of The School Edutus! where specialization
- \* Stanie Of The School (dated) your specialization additional information
- 1. Name Of The School (dates) wors specialization edditional information

## Name Surname







This is the placeholder test for you to put your professional summary in, write all the important information down here. Make it consistent with your career goals. This is the placeholder text for you to gut your professional numbers in, strike all the important into down

Professional Experience

Write a quick nummery of your duties in this position. What did you learn?

Write a quick summary of your duties in this position. What did you learn?

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your position there

## O Skills

Shift Two Sookhugen etc.5

## Skill Three (software etc.)

- Skill Six (software etc.)

- **★** Interests
- Name your interests that are relevant to the position you apply for, Add any important

## here. Make it consistent with your career goals.

## Skill One Inoffware etc.)

## Skill Four Inoffware etc.)

- Skill Five (software etc.)

## **Ca** Languages

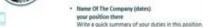
- Language I your level Language 2 - your level

- Q Education / Certification
- Name Of The School Edition your specialization additional information
- Name Of the School States your specialisation additional information
- - Name Of the School States? your paintalisation additional information
    - Alama Of The School States S. your specialisation stickional information

### Name Surname









- Write a quick summary of your duties in this position. nameX/hgmail.com What did you learn?
- Skills & languages
  - What did you learn?



Name Of The Company (dates) your position their Write a quick summary of your duties in this position.

Education

Write a quick summary of your duties in this position.

Name Of The Company (dates)

your position there

What did you learn?

- . Skill Two
- . Skill Three 4 Skill Four + SARREN

candidate.

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

. Name Of The School (dates): your specialization additional information

· Name Of The School (dates):

your specialization

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Thank you!