

Secrets of a Perfect English CV

A CV is the most flexible and convenient way to make applications. It conveys your personal details in the way that presents you in the best possible light.

A CV is a marketing document in which you are marketing the single most important product: yourself.

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Secrets of a Perfect English CV

英文简历导览

华尔街英语
乐读系列



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What Is a CV?

简历是什么？

Curriculum Vitae is a latin expression loosely translated as (the) course of (my) life. It is an outline of a person's educational and professional history, usually prepared for job applications. Another name for a CV is a *résumé*.

简历是一个人的教育和工作经历概要，常用于求职。

A CV is the most flexible and convenient way to make applications. It conveys your personal details in the way that presents you in the best possible light. A CV is a marketing



document in which you are marketing yourself. You need to "sell" your skills, abilities, qualifications and experience to employers. It can be used to make multiple applications to employers in a specific career area.

简历是最便捷的求职工具。一份简历也是一份进行自我推广的文件。

There is no "one best way" to construct a CV; it is your document and can be structured as you wish within the basic framework below. It can be on paper or on-line or even on a T-shirt (a gimmicky approach that might work for "creative" jobs but not generally advised!).

写简历并不存在“独一无二的法则”。

When Should a CV Be Used?

什么时候应该用简历？

- When an employer asks for applications to be received in this format
- When an employer simply states "apply to..." without specifying the format
- When making speculative applications (when writing to an employer who has not advertised a vacancy but who you hope may have one)



What Information Should a CV Include?

简历应包含哪些信息？

Personal details 详细个人信息

Normally these would be your name, address, date of birth (although with age discrimination laws now in force this isn't essential), telephone number and email.





姓名、地址、出生日期、电话号码和电子邮件。

Education and qualifications 教育和任职资格

Your degree, subject and university.
Mention grades unless poor!

说明你的学历、专业及学校。

Work experience 工作经验

- Use action words such as developed, planned and organized.
多使用动词。
- Even work in a shop, bar or restaurant will involve working in a team, providing a quality service to customers, and dealing tactfully with complaints. Don't mention the routine, non-people tasks (cleaning

the tables) unless you are applying for a casual summer job in a restaurant or similar.

不要提不涉及他人的日常工作。

- Try to relate the skills to the job. A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would place a bit more emphasis on persuading and negotiating skills.

尽量列出技能与所申请工作之间的联系。

Interests and achievements 兴趣与成就

- Keep this section short and to the point. As you grow older, your employment record will take



precedence and interests will typically diminish greatly in length and importance.

简明扼要。

- Bullets can be used to separate interests into different types: sporting, creative etc.
分项列出你的不同爱好。

- Don't use the old boring clichés here: "socializing with friends".
不要列出沉闷平庸的爱好。

- Don't put many passive, solitary hobbies (reading, watching TV, stamp collecting) or you may be perceived as lacking people skills. If you do put these, then say what you read or watch: "I particularly enjoy Dickens, for the vivid insights you get into life in Victorian times".

不要列出太多消极、孤僻的爱好。

- Show a range of interests to avoid coming across as narrow: if everything centers around sport they may wonder if you could hold a conversation with a client who wasn't interested in sport.
展现广泛的兴趣爱好。

- Hobbies that are a little out of the ordinary can help you to stand out from the crowd: skydiving or mountaineering can show a sense of wanting to stretch yourself and an ability to rely on yourself in demanding situations

略为不同寻常的爱好助你脱颖而出。

- Any interests relevant to the job are worth mentioning: current affairs if you wish to be a journalist; a fantasy share portfolio such as Bullbearings if you want to work in finance.

任何与应聘职位相关的爱好都应提及。



- Any evidence of leadership is important to mention: captain or coach of a sports team, course representative, chair of a student society, scout leader.
任何能证明领导能力的爱好都应提及。
- Anything showing evidence of employability skills such as teamworking, organizing, planning, persuading, negotiating etc.
列出你适合做雇员的特质。

Skills 技能

- The usual ones to mention are languages (good conversational French, basic Spanish), computing (e.g. "good working knowledge of MS Access and Excel, plus basic web page design skills" and driving ("full current clean driving license").



常提及的技能包括语言、电脑和驾驶等。

- If you are a mature candidate or have lots of relevant skills to offer, a skills-based CV may work for you.
如果有许多技能需要展示，可以考虑采用技能型简历。

References 证明人

- Normally two referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer (perhaps your last part-time or summer job).

The order and the emphasis will depend on what you are applying for and what you have to offer. For example, the example media CV lists the candidate's relevant work experience first.



If you are applying for more than one type of work, you should have a different CV tailored to each career area, highlighting different aspects of your skills and experience.

申请多项不同性质的工作，有必要为每项工作设计针对性的简历。

A personal profile at the start of the CV can work for jobs in competitive industries such as the media or advertising, to help you to stand out from the crowd. If used, it needs to be original and well written. Don't just use the usual hackneyed expressions: "I am an excellent communicator who works well in a team..."

You will also need a covering letter to accompany your CV.

需要准备一封求职信。

What Makes a Good CV?

好简历的要素是什么？

There is no single "correct" way to write and present a CV but the following general rules apply:

- It is targeted on the specific job or career area for which you are applying and brings out the relevant skills you have to offer.
针对申请的职位。
- It is carefully and clearly laid out: logically ordered, easy to read and not cramped.
版面简洁干净。



- It is informative but concise.
信息丰富不累赘。
- It is accurate in content, spelling and grammar. If you mention attention to detail as a skill, make sure your spelling and grammar is perfect!
确保内容，拼写及语法正确。

If your CV is written backwards on pink polka-dot paper and it gets you regular interviews, it's a good CV! The bottom line is that if it's producing results don't change it too much but if it's not, keep changing it until it does.

If it's not working, ask people to look at it and suggest changes.

How Long Should a CV Be?

简历应该写多长？



There are no absolute rules but, in general, a new graduate's CV should cover no more than two sides of A4 paper.

最好用一张A4纸的两面就能容纳。

If you can summarize your career history comfortably on a single side, this is fine and has advantages when you are making speculative applications and need to put yourself across concisely. However, you should not leave out important items, or crowd your text too closely together in order to fit it onto that single side. Academic and technical CVs may be much longer: up to 4 or 5 sides.

学术与技术型简历可以更长。

Tips on Presentation

简历表现小技巧

- Be concise: a CV is an appetizer and should not give the reader indigestion. Don't feel that you have to list every exam you have ever taken, or every activity you have ever been involved in - consider which are the most relevant and/or impressive. The best CVs tend to be fairly economical with words, selecting the most important information and leaving a little something for the interview: they are an appetizer rather than the main course. Good business



communications tend to be short and to the point, focusing on key facts and your CV should to some extent emulate this.

内容简洁明晰。

- Be positive: put yourself over confidently and highlight your strong points. For example, when listing your A-levels, put your highest grade first. 传达正面信息。
- Be honest: although a CV does allow you to omit details (such as exam results) which you would prefer the employer not to know about, you should never give inaccurate or misleading information. CVs are not legal documents and you can't be held liable for anything



within, but if a recruiter picks up a suggestion of falsehoods you will be rapidly rejected.

尽管简历不具法律效果，也应该真实可靠。

- The sweet spot of a CV is the area selectors tend to pay most attention to: this is typically around the upper middle of the first page, so make sure that this area contains essential information.

看简历者最注意的部分是第一页的上中部。

- If you are posting your CV, don't fold it - put it in a full-size A4 envelope so that it doesn't arrive creased.
最好不要折叠简历。



Fonts 字体

- TIMES NEW ROMAN is the standard windows "serif" font. A safe bet - law firms seem to like it!

TIMES NEW ROMAN是最“安全”的简历字体。

- A more interesting serif font might be GEORGIA.

可以尝试使用GEORGIA字体。

- ARIAL is the standard windows "sans" font. Sans fonts don't have the curly bits on letters. As you can see they're cleaner and more modern than Times



or Georgia and also look larger in the same "point" size (the point size is simply how big the letters are on the page.) However Arial and Times New Roman are so common that they're a little boring to the eye.

ARIAL是最常用的无衬线字体。

- A more classy choice might be VERDANA which has wider letters than most fonts, or GENEVA - these are both common sans fonts. Don't use Comic Sans!

VERDANA和GENEVA也是适合简历的字体。不要使用Comic Sans字体！

- FONT SIZE is normally 12 points for the normal font with larger sizes for subheadings and headings. 14 points is too big for the normal body font - wastes space and looks crude, and 8 or 9 points too small to be easily readable



by everyone, especially in Times New Roman which should not be used in sizes less than 11 points.

正文字号通常以12点为宜。

- Although many people use 12 points, some research on this suggested that smaller point size CVs were perceived as more intellectual!

也有人认为正文字号略小的简历看上去更理性。

- Most CVs are now read on screen rather than on paper. It's no coincidence that Serif fonts are rarely used on the web - they are much less readable on screen, and some fonts, such as Verdana, were designed with screen readability in mind.

无衬线字体比有衬线字体更适合在电脑屏幕上阅读。

Different Types of CV

不同类型的简历

- Chronological - outlining your career history in date order, normally beginning with the most recent items (reverse chronological). This is the "conventional" approach and the easiest to prepare. It is detailed, comprehensive and biographical and usually works well for "traditional" students with a good all-round mixture of education and work experience. Mature students, however, may not benefit from this approach, which does emphasize your age, any career breaks and work experience



which has little surface relevance to the posts you are applying for now. 时间排序型简历是最常见的形式，也最容易准备。

- Skills-based: highly-focused CVs which relate your skills and abilities to a specific job or career area by highlighting these skills and your major achievements. The factual, chronological details of your education and work history are subordinate. These work well for mature graduates and for anybody whose degree subject and work experience is not directly relevant to their application. Skills-based CVs should be closely targeted to a specific job.

技能型简历强调你的技能和成就。

Targeting Your CV

精准投放简历

If your CV is to be sent to an individual employer which has requested applications in this format, you should research the organization and the position carefully.

In the present competitive job market, untargeted CVs tend to lose out to those that have been written with a particular role in mind. For example, a marketing CV will be very different from a teaching CV. The marketing CV will focus on persuading, negotiating



and similar skills where as the teaching CV will focus more on presenting and listening skills and evidence for these.

If your CV is to be used for speculative applications, it is still important to target it - at the very least, on the general career area in which you want to work. Even if you are using the same CV for a number of employers, you should personalize the covering letter - e.g. by putting in a paragraph on why you want to work for that organization.

Tailor Your CV to the Job Description

根据职位描述打造简历

- Avoid using the same CV for every job opportunity regardless of the industry or job title;





- Fine tune for keyword hits;
- Recent grads: Focus on college highlights;
- Mid-career workers: Point up your value;
- Late-career workers: Play up leadership skills.

Emailed CVs and Web CVs

电邮简历和网上简历

- Put your covering letter as the body of your email. It's wise to format it as



plain text as then it can be read by any email reader.

用求职信作为邮件正文。

- Emails are not as easy to read as letters. Stick to simple text with short paragraphs and plenty of spacing. Break messages into points and make each one a new paragraph with a full line gap between paragraphs. Don't "shout": write in upper case!

文字简单、段落简短、多留空间。

- Your CV is sent as an attachment. Say you'll send a printed CV if required. 把简历作为附件发送。
- PDF (portable document format) is perhaps becoming the most widely used format now. There are PDF-readers for all platforms (Windows,

MacOS, Linux). This also guarantees that the CV will look the same, no matter what reader is used to view the document. Modern versions of Microsoft Word contain a PDF export function or you can download a free pdf converter.

PDF格式的简历很常见。

- You can also use MS Word (.doc) format, however .doc format is not guaranteed to be compatible among different versions of Microsoft Word, so a CV might look garbled when opened with an outdated or newer version of Word. Also .doc files may not easily open on computers using Linux and Apple platforms. .doc-files may also contain sensitive information such as previous versions of a document perhaps leading to



embarrassment. MS Word documents can contain macro viruses, so some employers may not open these. Send the CV in .doc (Word 2003) format, rather than .docx (Word 2010) format, as not everyone has upgraded to Word 2010, or downloaded the free file converter.

Word格式的简历，在用不同版本的软件打开时，可能会影响排版美观。

- Rich Text Format (.rtf), or html (web page format) are other alternatives. 也可以使用富文本和网页格式的简历。
- If in doubt send your CV in several formats. Email it back to yourself first to check it, as line lengths may be changed by your email reader. 可以试着给自己发送不同格式的简历，以检验兼容性。



Web CVs and Electronically Scanned CVs

网上简历和电子扫描简历

Web CVs use HTML format. You can include the web address in an email or letter to an employer. They have the advantage that you can easily use graphics, color, hyperlinks and even sound, animation and video. The basic rules still apply however - make it look professional. They can be very effective if you are going for multimedia, web design or computer games jobs where

they can demonstrate your technical skills along with your portfolio.

网上简历适用于申请多媒体、网页设计和电脑游戏方面的工作。

Electronically scanned CVs have been used by Nortel, Ford and others. Resumix is one package used for this: it has artificial intelligence which reads the text and extracts important information such as work, education, skills.

某些公司要求使用电子扫描简历以便机读。



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公园前中心:
广州市越秀区中山五路219号中旅商业城1楼(地铁1号线公园前站A出口)

海珠中心:
广州市海珠区宝岗大道498号广百新一城4楼18,20单元(地铁2号线江南西站A出口)

体育西中心:
广州市天河区体育西路73号1楼及2楼(地铁1号线体育西路站A出口)

荔湾中心:
广州市荔湾区康王中路650号新光城市广场3楼和4楼(地铁1号线陈家祠站C出口)

番禺中心:
广州市番禺区市桥富华西路2号钻汇珠宝广场首层C015-C017, C115, C116, C210-C220号铺(地铁3号线市桥站C出口)

天河北中心:
广州市天河区天河北路569号一层003(地铁3号线华师站E出口)

珠江新城中心:
广州市天河区珠江新城花城大道85号高德置地广场春商场三层320单元(地铁3号线和5号线珠江新城站高德置地广场方向出口)

深圳 SHENZHEN

科学馆中心:
深圳市福田区深南中路上步路口中核大厦1楼(地铁1号线科学馆站B出口)

南山中心:
深圳市南山商业文化中心区海岸大厦东座2楼243号(地铁2号线后海站D1出口)

CBD中心:
深圳市福田区民田路新华保险大厦1楼(地铁2号线和3号线换乘站福田站1号出口)

金光华中心:
深圳市罗湖区人民南路2028号金光华广场5楼(地铁1号线国贸站A出口)

车公庙中心:
深圳市福田区深南大道6017号车公庙都市阳光名苑裙楼2楼
(地铁1号线车公庙站C出口)

华强北中心:
深圳市福田区红荔路38号群星广场3楼

女人世界T01室(地铁3号线华新站B出口)
世界之窗中心:
深圳市南山区沙河世纪假日广场B座裙楼102-103号(地铁1号线和2号线换乘站世界之窗站C1出口)

太古城中心:
深圳市南山区中心路太古城花园购物中心北区3楼(地铁2号线海月站B出口)

佛山 FOSHAN

东方广场中心:
佛山市禅城区文龙街8号东方广场内东方书城首层
(地铁广佛线普君北路站C出口)

无锡 WUXI

崇安寺中心:
无锡市崇安区崇安寺街区公园街118-202号

苏州 SUZHOU

观前街中心:
苏州市姑苏区观前街246号苏州食品大厦三层(观前街与人民路交叉口美罗商场对面麦当劳楼上)(地铁1号线乐桥站7号出口)

好东西与好朋友一起分享哦!

请您的朋友本人填写以下资料卡(须年满15周岁), 影印放大传真至24小时活动服务热线:

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特别说明:

- 本次活动仅限北京、上海、广州、深圳、天津、杭州、青岛、南京、佛山、无锡、苏州地区15至60岁人员参加。
- 资料卡须填写完整并经电话确认无误后才可获得免费礼物。

