LECTURE -01

CV / Resume Writing

Course Intructors

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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 has the following (but not the only) components:
  - Contact Information.
  - Objective.
  - Work Experience.
  - Education.
  - Skills and abilities.
  - Trainings and Certifications etc.

1. 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 each job in **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 moster321@...
- 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.

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