

# **Writing An Effective Resume/Curriculum Vitae**

CSC 491: Professional Experience

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# Résumé

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- A brief document that summarizes one's education, employment history, and experiences that are relevant to his/her qualifications for a particular job for which he/she is applying.

# Resume vs. Vitae

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## RESUME

Length: Short

Content: All-inclusive summary of skills, experiences and education

Purpose: to get an interview or employment

## VITAE

Length: As long as it takes

Content: Area-specific listing of education and academic background

Purpose: promotion and tenure, grants, specialist positions, awards, etc.

# Curriculum Vitae (or CV)

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- Latin origin
  - Curricula Vitarum
- Curriculum vitae is singular. It means literally the course of one's life

# Picking the Best Resume Format

The diagram illustrates three common resume formats:

- Chronological Resume:** This format lists your work experience in reverse chronological order, starting with your most recent job. It typically includes sections for Objective, Professional Experience, Relevant Skills, and Education.
- Functional Resume:** This format emphasizes your skills and qualifications over your work history. It includes sections for Objective, Relevant Skills, Professional Experience, and Education.
- Combination Resume:** This format combines elements of both chronological and functional resumes. It features a mix of work history and skills, often with a separate section for education.

**Chronological Resume Content:**

- Objective OR**: A resume Objective employer and entice [www.squawkfox.com/](http://www.squawkfox.com/)
- Professional Experience**:
  - Job Title**: Company and Location
    - Action words + Keywords
    - Be specific by using numbers and percentages
  - Relevant Skills**:
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
  - Education**: Example Education: B.Sc. Computer Science /High Honors

**Functional Resume Content:**

  - Objective**: Your Name Street Address • City, State or Province Zip Code Number • email\_address@email.com
  - Relevant Skills**:
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
  - Employment History**:
    - Years Years Years
    - Job Title, Company and Location
    - Job Title, Company and Location
    - Job Title, Company and Location
  - Education**: University of British Columbia, 2002. Bachelor of Arts.

**Combination Resume Content:**

  - Objective**: Your Name Street Address • City, State or Province Zip Code Number • email\_address@email.com
  - Relevant Skills**:
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
    - SKILL GROUP TITLE**
      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
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      - Action word + Keywords + Skills + Knowledge
      - Be specific using numbers and percentages.
  - Employment History**:
    - Years Years Years
    - Job Title, Company and Location
    - Job Title, Company and Location
    - Job Title, Company and Location
  - Education**: University of British Columbia, 2002. Bachelor of Arts.

# What is Captured in the First 10-15 Lines of Your Resume?

Capture  
Their  
Attention

Highlight  
Your  
Strengths

The Fold



# Resumes

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TARGETED: ADDRESSES SPECIFIC NEEDS



TAILORED: SHOWS YOU'RE A GOOD FIT



# Chronological Résumé

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- Lists employment dates in reverse order
- A popular but very "basic" style
- It does not allow someone with 5-20 years' experience to do justice to his or her skills, strengths, and accomplishments because this format is limited to the facts of your work experience and education.
- Much of what an employer needs to know - your selling points -- will be MISSING!

# Chronological Résumé Tips

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- Include only the most important information about each position.
- Be specific rather than general in your descriptions, using concise and vivid language.
- Quantify the impact of your actions in your previous positions by including facts, figures, and numbers.
- Be sure to include a list of key contributions you presented or achievements you made to your past positions.
- Find key words and terminology in the job posting and use them in your resume.
- Don't use unnecessary text.
  - Cut out extra unnecessary words.

# Functional Résumé

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- Doesn't go in chronological order.
- Based upon competencies or skills.
- Used for career changers or those with
  - unconventional work histories (or executives).
  - Might say "Sales Experience" then list it.
  - Typically brief with a simple list of positions
    - held, etc.
  - De-emphasizes importance of specific jobs.
- Drawbacks to this system (not as popular).



**FUNCTIONAL  
RESUMES**

# Combination Résumé

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- Combines the best features of the traditional chronological and functional resumes.
  - An important 15-line section at the top for writing an employer-oriented Job Objective and a summary or profile or qualifications statement .
  - Enables the applicant present what he/she can do as well as a summary of what he/she has done in the top half of page one.
  - Managers and executives will also be able to include two to three columns listing their areas of experience or expertise



## The Resume - An important job search tool.

Purpose of A Résumé

# The Objective of a Résumé is ...

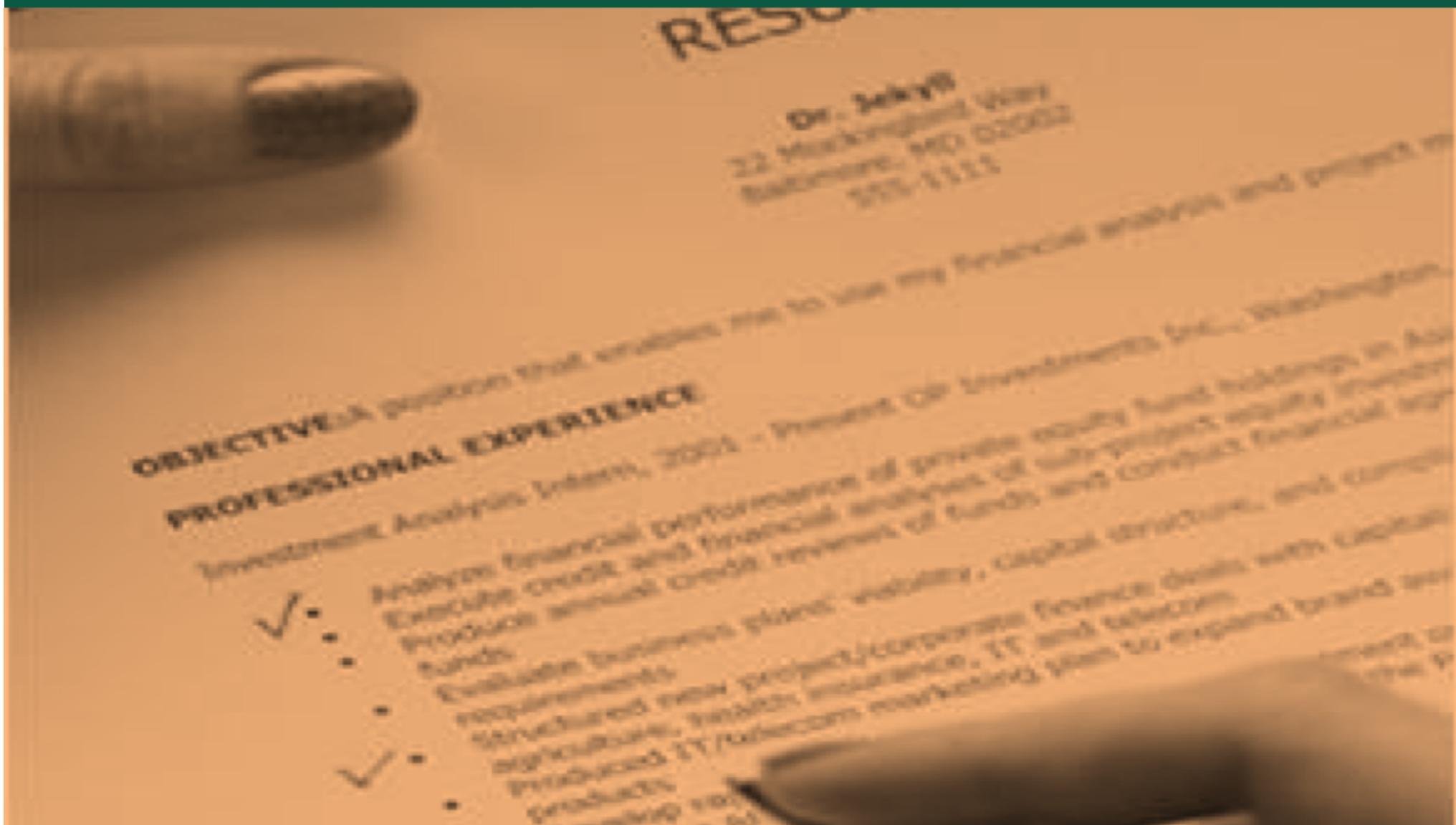


## ... to get you an interview!

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- The purpose of a résumé (along with the cover letter) is to get an interview.
- Research has shown that it takes an average of **ten** interviews to receive **one** job offer.
- Given this, your résumé must be user-centered, persuasive, and perfect.

# Basic Resume Format



# Basic Resume Format

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*There is no “right way” to  
do a CV but ...*

# Components of a Professional Resume

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- Style
  - The layout, formatting and headings you use, consistent font and styles, ...
- Content
  - All good stuff about you
  - Includes everything you need
  - Concise: Relevant and necessary
  - Clear: well organized and logical
- Points of agreement
  - Point out how and why you meet their requirements.
- Current
  - Up-to-date

# Style

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Same font throughout (may vary sizing)	Single sided
Font size: 10-12 point, depending on font style	Margins – 1" all around
Clear font e.g. Arial, Calibri	Use bolding and caps to have things stand out
Regular paper when printed	Number your pages
No underlining	No graphics
	Full name on every page

# Common Resume Components

## Headings & Section

I JAMES R. GENSYM

**Work Address**  
MIT Room E34-660  
77 Massachusetts Ave.  
Cambridge, MA 02139  
(617) 253-7955

**Home Address**  
72 West St. Apt. 1  
Cambridge, MA 02138  
(617) 492-5543

**Objective** A large office, good pay, and very little work. Frequent expense-account trips to exotic lands would be a plus.

**Experience** CHENG'S CHINESE RESTAURANT Cambridge, MA  
1970–  
1979

Soups taster for a small family-owned restaurant. Had final responsibility for the amount of Soy Sauce that went into the soups.

CARL'S FASHIONS Watertown, MA  
1979–  
1982

Needle-threader for Carl Kermel, a leading tailor in the Boston area. Duties included keeping all needles ready for use and threaded with the appropriate type and color of thread for each day's jobs.

INSIDIOUS BLUE MACHINES San Jose, CA  
1982–  
present

Chief light bulb changer, with over 1500 square feet of office under my jurisdiction. The eyes of thousands were on me.

**Education** MASSACHUSETTS INSTITUTE OF TECHNOLOGY Cambridge, MA  
B.A. in English History June 1970. Graduated at the top of my class.

**Publications** "A Multi-Threaded System for Needle Management," *Womens Wear Daily*, August 20, 1981.

# Sections: Contact & Objective

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- Contact Information
  - Detail how potential employers can get in touch with you
  - Phone number, cell, Skype user name, ...
- Objective
  - A short and concise statement that is tailored to the specific organization and position.
  - Is it necessary?
    - Yes, unless you incorporate your career goals into a Qualifications Summary instead.
  - When is a Formal Objective Required?
    - Entry-level applicants should state their goals as their work history may not clearly define their career goals
  - If you're targeting a particular position, add a formal objective statement and reference the job opening. The hiring manager will see you took time to customize your resume and that the opportunity is important to you.

# Objective

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- Focus on how you would benefit the employer.
- Be clear.
- Short and to the point.

*Relates to a specific  
occupational title*

# Writing a Resume Objective

# Objectives: Sample

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- Statements should be one or two concise, easy-to-read sentences focusing on the type of position you are seeking, the skills you want to utilize, and/or the tasks in which you want to become involved.
- Avoid clichés or jargon, such as, “To contribute to the profitability of an employer” or “A challenging position offering opportunity for growth and advancement.”
- If you include an objective, make sure it is an effective statement. If you choose not to include an objective, make sure that your cover letter is compelling.
- Template:
  - To obtain a full-time position in the field of information technology with an emphasis on \_\_\_\_\_; special interests include \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- Example:
  - To obtain a full-time position in the field of information technology with an emphasis on technology integration; special interests include software design, consulting, systems analysis, and GIS.

# Sections: Education

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- Education
  - Highest degree that you have earned (or in the progress of earning) including:
    - University Name
    - Date of graduation (or expected graduation)
    - Level of degree (B.A., M.A., etc.) and field (Computer Science)
    - Any minors;
    - GPA
      - if your GPA is lower than a 3.0, consider omitting it.

# Sections: Work Experience

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## ■ Work Experience

- Connect your experience with your current job interest.
- Broken down by company or position.
- For each, provide the following.
  - Name and address of the organization
  - Dates of employment
  - Position title
  - Responsibilities
  - Skills learned if the job has little or nothing to do with the position for which you are applying. Contact Information

# Sections: Optional Sections

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- Optional Sections
  - Computer skills
  - Honors and awards
  - Languages
  - Certifications
  - Volunteer experience
  - Hobbies and interests
  - Professional memberships (ACM, IEEE)
  - Community service, etc.
  - Leadership activities
  - Research and publications

# Skills Section

Example of  
Skills Section  
Sub Headings

List skills relevant to the targeted position.

## Skills Summary

*By Gwyn Evans  
Wednesday, December 17, 2003*

### Programming:

- Java (including EJBs, JMS, JDBC, JCE, Servlets, JFC/Swing, JNI)
- SQL, Oracle SQL\*Plus, XML-RPC & XML
- C on VMS & Unix (Ultrix, OSF/1 & Solaris)
- Visual C & Visual C++ on WinNT & Win2K, including DLL's, MFC, Win32 SDK, WinNT Services, DDE, ATL/OLE/COM.
- HTML, FreeMarker, JSP & WML.
- Mobile Telecomm, Financial Trading Systems & Data Feeds.

### Operating Systems:

Unix (Sun Solaris, Linux, Ultrix, OSF/1), WinXP, Win2000, WinNT, Win95/8, Win 3.x, VMS.

### Technical Roles:

Consultant, Designer, Analyst, Programmer, WWW Developer/Administrator, Systems Manager (Firewalls, Web servers & Proxies, Usenet News and Mail, CVS, DB Admin).

### Typical Applications Used:

WebLogic, Oracle, SQL\*Plus, Jetty, Resin, MySQL, IntelliJ, VisualAge, CVS, Groove

# Tips

# Gaps in Your Resume



**Update your resume often!**

# Master Resume

A good place to keep track of all of  
your new skills & accomplishments.

**Don't forget about electronic  
resumes**

# **Characteristics Of a Successful Resume**

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Language is grammatically correct.

Spelling has been checked.

100% truthful.

Contains no inappropriate personal information.

Neat, clean, and professional looking.

Length should be 1-2 pages.

Margins at sides and bottom.

Important points and titles are emphasized.

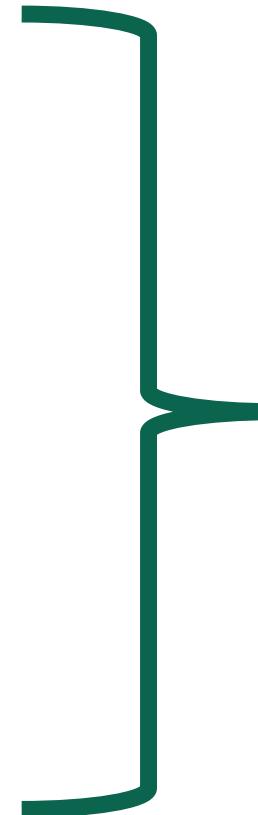
Information is logically recorded.

Use Action Verbs for accomplishments & results.

Data presented in chronological order (unless functional).

# Use Accomplishment Statements

- PAR
  - Problem, Action, Result
  
- A+B=R
  - Action + Benefit = Result

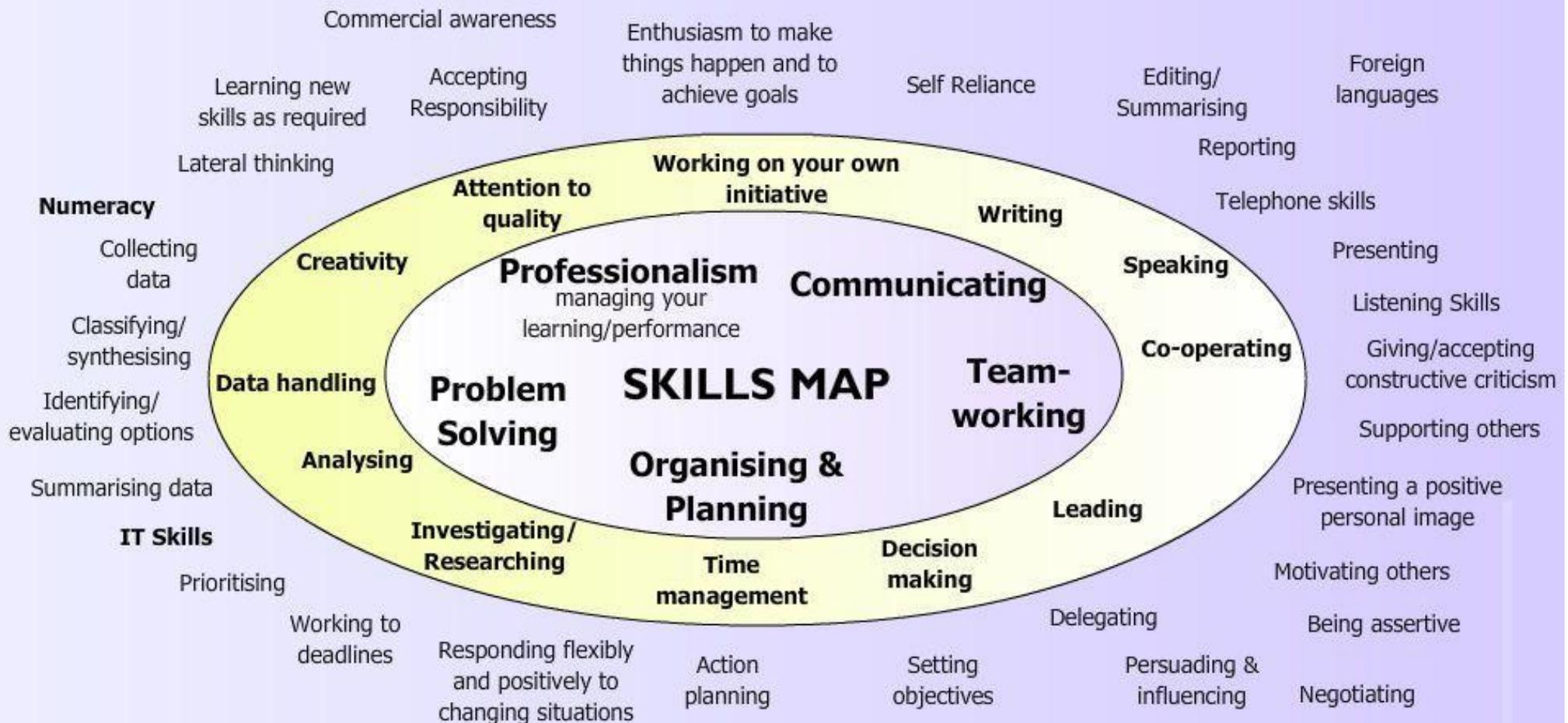


*Two models you  
can use to help  
craft your  
accomplishment  
statements.*

# Action Verbs

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created instructed analyzed produced  
negotiated designed calculated maintained  
administered controlled reviewed  
consolidated delivered founded increased  
studied invented supplied detected  
programmed recommended distributed  
developed solved prepared installed  
selected arranged formulated solved started



## experience?

If you have no paid work experience, give examples from voluntary work or from your course

**ONE SIZE DOES  
NOT FIT ALL**

Remember

# Writing a Cover Letter

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# Covering Letters

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- Never send a 'naked' CV
- There are two types of covering letters:
  - Speculative/accompanying letter
  - Letter of application

# Contents

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- Your address, email, and telephone number.
- Date
- Name, title, company, address, city, state, and zip of
  - person you're writing to.
- Greeting, followed by a colon.

# Speculative/accompanying letter

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- Should be three short paragraphs
  - Opening paragraph – why you are writing
  - Paragraph 2 – show knowledge of employer, highlight your skills
  - Paragraph 3 – Refer to your CV and availability

# **Letter of application**

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- Used when asked to 'apply in writing' or 'send CV and cover letter'
- 1 side of A4
- Opening paragraph – motivation for the job
- Followed by background skills and experience developed through study, work experience and paid work
- 'Matching up' with job description
- What you can offer the employer

# Tips

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- Give enough information to interest the reader, don't overwhelm.
- Research the company.
  - Address the letter to a specific person.
- Answer an ad if you have 50% of the skills or background that the ad requires.
- Mention the person who referred you if appropriate.