

Writing An Effective Resume/Curriculum Vitae

CSC 491: Professional Experience

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Résumé

-
- 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

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

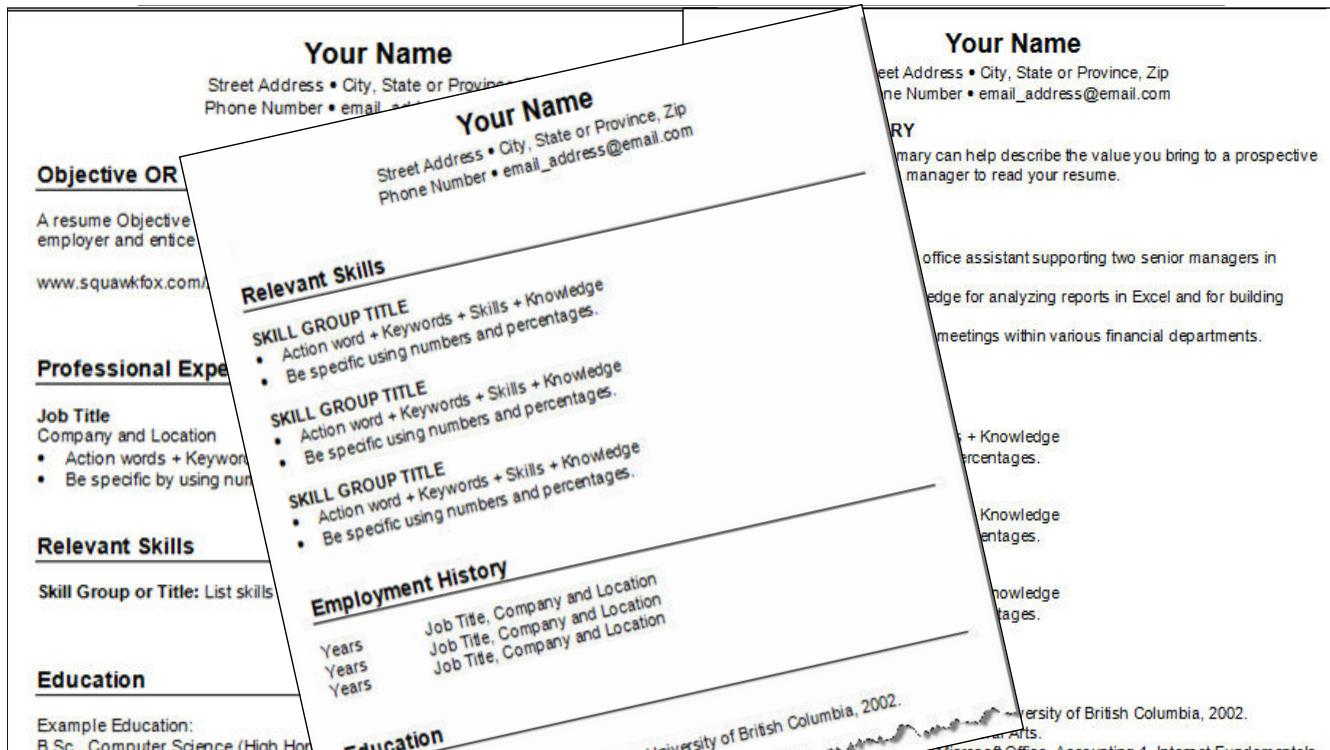
Content: Area-specific listing of education and academic background

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

Curriculum Vitae (or CV)

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

Picking the Best Resume Format



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

Capture Their Attention

Highlight Your Strengths

The Fold



Resumes

TARGETED: ADDRESSES SPECIFIC NEEDS

TAILORED: SHOWS YOU'RE A GOOD FIT



Chronological Résumé

- 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

- 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

- 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).



Combination Résumé

- 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

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لبنان الجامعة الأمريكية
Lebanese American University



The Objective of a Résumé is ...



... to get you an interview!

- 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

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

Components of a Professional Resume

- 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

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

- 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

- 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

- 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

- 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

- 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

▪ 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

List skills relevant to the targeted position.

Example of Skills Section Sub Headings

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 Telecommms, 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

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).

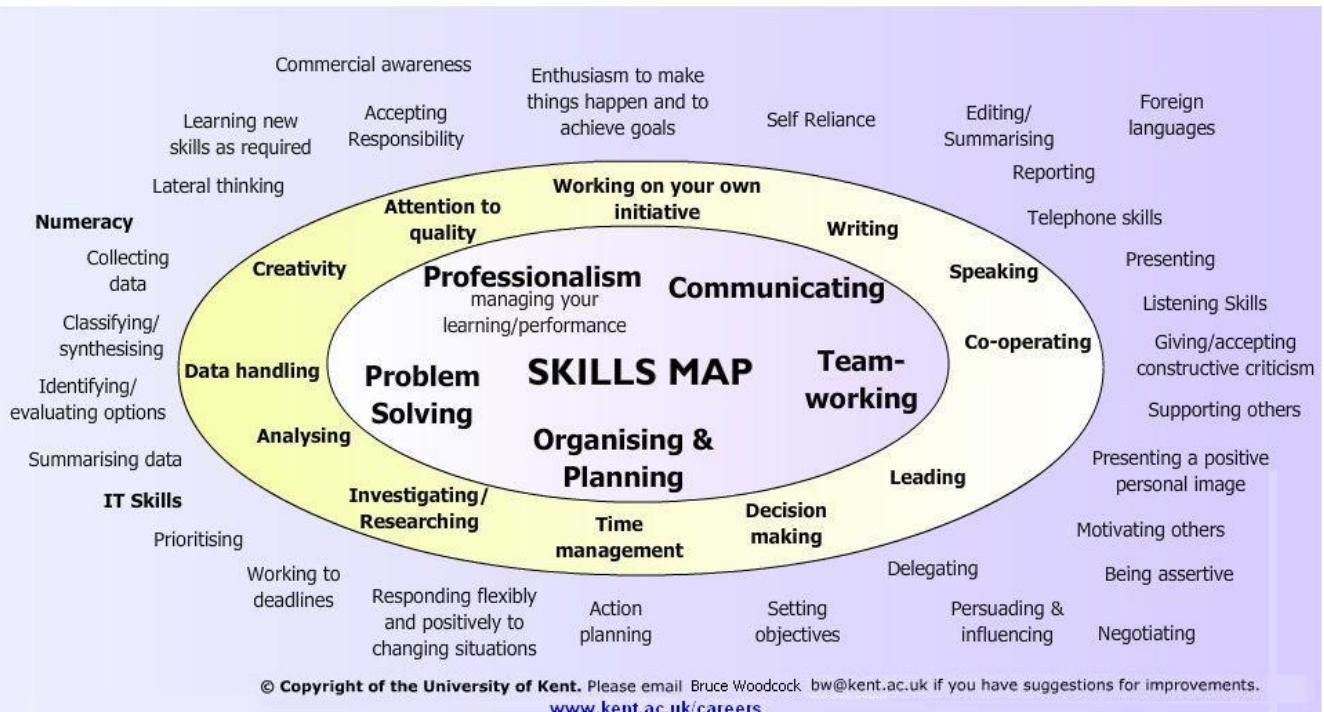
Use Accomplishment Statements

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

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

Action Verbs

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

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

Contents

- 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

- 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

- 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

- 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.