

Professional **Way of writing** **Resume & CV**





Our Today's Discussion Topics

Topic 3

Similarities & Dissimilarities

Topic 2

Crucial Components

Topic 1

Resume & CV

Topic 4

Make them professional

Topic 5

Worldwide Application



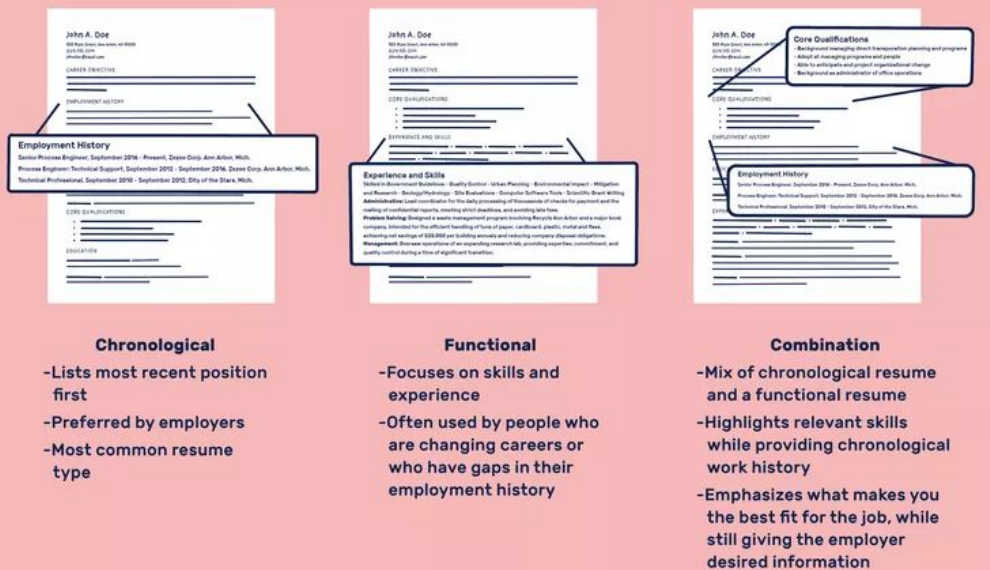
Resume

What is Resume?

Your resume is your reflection to a recruiter for a job.

A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable other relevant activities.

Common Resume Types



11 Components of Resumes



What are its components?

The Major Part

1. Name and Title
2. Contact Information
3. Summary or Objective
4. Skills
5. Experience
6. Projects
7. Education

The Minor Part

8. Extra curricular Activities
9. Achievement/professional courses
10. Hobbies and Interest
11. Language





Components of Resumes

Name & Title

- Name should be professional
- The title should be job specific

Contact Information

- Address,Email,Phone,
- LinkedIn,Github,Portfolio,
- Problem solving site

Summary/Objective

About yourself, Relevant to job description, Use Power word or Action verb, Your passion, Your destination

- Power words Link-1
- Power words Link-2

Problem solving skills

- Site Name
- How much problem you are solved
- What types of problem you solved.
- Add certificate

Experience

- Company name
- Your position
- Company location
- Job duration
- Your roles and responsibilities



Skill Set



Technical Skill

1. Front end - Backend - Database - tools
2. Language - Libraries /Frameworks - Technologies - Tools
3. Expertise - Comfortable - Familiar - Tools
4. You can use bullet point.

Interpersonal Skill or Soft Skill

Ex: Hard working, Quick learner, Active listening, Teamwork, Responsibility, Management, Leadership, Motivation, Flexibility, Adaptability, Critical Analysis etc.



Projects Showcase



1. Projects name and write what type of website is it.
2. Add time period
3. Three bullet points for key features
4. Each point should not be more than 2 lines
5. Use power word
6. Live site and Github or Make video and give this link
7. Write what technology used

Note: Three bullet point for key feature also write which technology used

8. Always add the relevant and recent project.





Components of Resumes

Language

- Bangla - Native
- English - Fluent or Comfortable
- Other language if you know

Education

- Your last Institute
- Your subject/degree
- Duration

Note: School students skip it

Extra Curricular Activities

- Club activities
- Organizing Event
- Participating to competitions
- Team Leading
- Participant hackathon

Achievement/Courses/Certificate

- Winning any competition
- Winning any award
- Course completion
- Recommendation

Hobbies & Interest

- Your Interest area
- Your Hobbies
- Your extraordinary performance





How to make a polished Resume

Do's

- Choose your correct Resume type.
- A resume is a short, straight-to-the-point.
- Emphasize your skills.
- Mostly written in 1 page.
- Tailored to the specific job you are applying to.
- May require time to update due to skills, experiences and establishments.
- Only One Font Family Use
- Resume All font size is equal or same except heading, name and title
- Check Grammar and Spelling Mistake
- Follow "Last in First Out" order for academic & professional experiences.
- Be mindful of margins and white spaces

Don'ts

- Not more than 1 page except you have many years of experiences and achievements
- Do not use multiple formats
- Do not use multiple fonts
- Do not add more than 2 colors
- Do not use cursive font
- Do not add personal information
- No need to add reference
- Do not blindly copy others
- Keep on updating with latest information
- Informations must be authentic.

Article link : <https://www.linkedin.com/pulse/shahriar-hoq-shubho-wc2kc>



Where to make an Resume

- Google doc
- MS word
- Powerpoints
- Adobe Illustrator
- Canva
- Hand Written
- Novoresume
- MyPerfectResume
- Zety
- VisualCV
- Resume.com
- Enhancv

Format of Resume



1. Chronological resumes
2. Combination resumes
3. Resume with profile
4. Non Traditional resume
5. Functional resume
6. Infographic resume
7. Targeted resume

Source Link : <https://www.indeed.com/career-advice/resumes-cover-letters/types-of-resumes>





CV

What is CV?

The term CV is an abbreviation of the Latin word Curriculum Vitae, which is literally translated to “***the course of your life***”.

It mainly emphasizes academic accomplishments such as- when applying for positions in academia, fellowships, grants and jobs.

Components of CV

What are its components?

1. Photo
2. Name and Title
3. Contact Information
4. Summary or Objective
5. Personal Information
6. Skills
7. Experience
8. Projects
9. Education
10. Extra curricular Activities
11. Achievement/professional courses
12. Hobbies and Interest
13. Language
14. Reference
15. Research Experience / Lab Experience / Graduate Fieldwork / Publication



3 Extra Components of CV

Photo

- Provide professional photo.
- Your face should be visible clearly.
- Photo should be recent.

Personal Information

- Several information like can be added about your.
- Optional for those who have experiences and achievements

Reference

- Provide at least 2 references
- People who knows you well and have designations
- Must include: name, position, department, institute/company, company address, contact info(phone number and email)



How to make a polished CV

Do's

- A bit longer because it includes more personal information.
- Used when applying for positions in academia, fellowships grants and jobs.
- Can be 2 pages or more
- Can Include your personal information and Photo.
- CV comprehensive overview.
- Start building CV as early as possible
- CV requires reference.
- Check Grammar and Spelling Mistake
- Follow "Last in First Out" order for academic & professional experiences.
- Be mindful of margins and white spaces

Don'ts

- Do not use multiple formats
- Do not use multiple fonts
- Do not add more than 2 colors
- Do not use cursive font
- Do not add personal information
- Do not blindly copy others
- Keep on updating with latest information
- Informations must be authentic.





Common Differences

A resume is a one page summary of your skill, work experience and background relevant to the job you are applying to.

A CV is a longer academic diary that includes all your experience, certificates, and publications, research, details academic qualification.

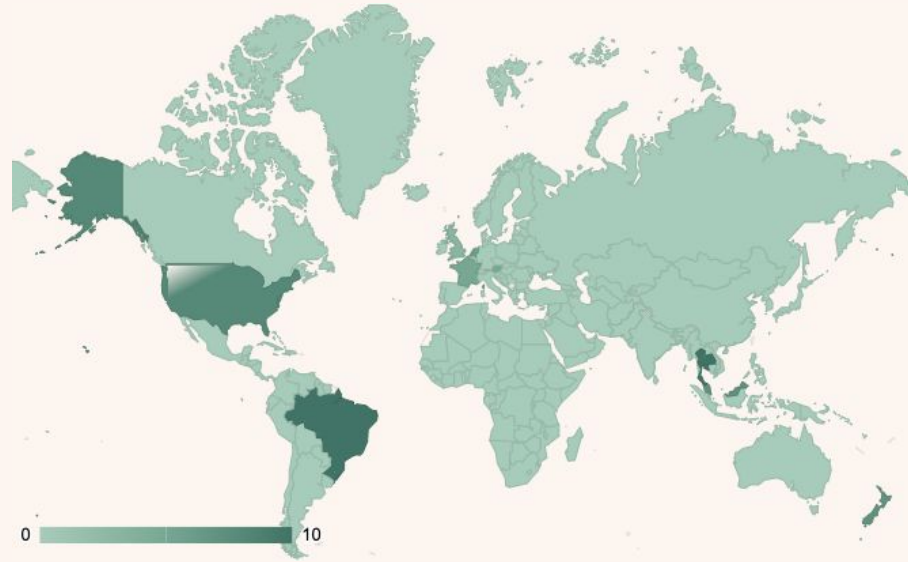
1. Length
2. Used Case
3. Education
4. Type of information
5. Publication
6. Personal Information
7. Research Experience / Lab Experience / Graduate Fieldwork
8. Reference



Worldwide different applications

- **America** : CV used for brief description and academic Purpose and Resume used for short description.
- **Europe and New Zealand**: They use Only CV term. Their cv means our resume and cv both accepted CV same as USA
- **Africa, Asia and Australia** : CV and Resume both are same term.
- **South Asia**: Same as America but they accept both.

Recourse:

<https://zety.com/blog/cv-vs-resume-difference>



	Preferred Application Type	No. of Pages	Photo on Resume	Writing Style/Format	Include Personal Details	What Section Comes First?	Educational Background
European Countries	CV	2-3	Yes	Europass CV Template	Yes	Personal Info and Contact Details	Included
United Kingdom	CV	2	No	Plain and Formal	No	Work Experience	Included
Singapore	Resume	2	Yes	Formal	Yes	Personal Info and Contact Details	Included
United States	Resume	1	No	Formal	No	Personal Info and Contact Details	College and Graduate Degrees Only
Germany	Resume	1-2	Yes	Formal	Yes	Education (despite having work experience)	Included
Australia	Resume	2	No	Formal	Yes	Personal Info and Contact Details	Included
China	Resume	2	Yes	Persuasive	Yes	Personal Info and Contact Details	Included
Japan	Resume	2	Yes	Handwritten	Yes	Personal Info and Contact Details	Included



Common Factors

- ❖ There is nothing called a golden format or a single standard format.
- ❖ First impression matters.
- ❖ Resume & CV are used interchangeably in some countries.
- ❖ Key factors in Resume & CV: format, font size, font-family, margin, white spaces, color selection, cleanliness, power words, showcasing your skills and expertise, photo, relevant information, authentic information.
- ❖ What to avoid: Cursive fonts, Italic letters, bold colors, large font-size, too much gap & white spaces, margin, use of multiple format at once, unnecessary information, grammatical mistakes, false reference, unprofessional photo and email, false/unrealistic information.
- ❖ Avoid common mistakes: unnecessary information, grammatical mistakes, using wrong names for files, false reference, not updating them in job portals.
- ❖ Do not directly copy other's resumes or CV!
- ❖ Must be submit your resume in pdf format.

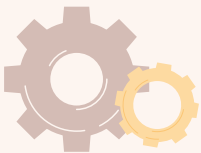




Common Questions

1. How much pages should be in resume?
2. How much projects should be added in the resume?
3. Is resume one column or two column?
4. Which font should we use?
5. What will be the font size of the resume?
6. Can I use any online template?
7. Can I use Freelancing Experience?
8. Can I use a picture in a resume?
9. How to make offline resume?
10. Can I use Other Job experience?
11. Do I need to include references in the resume?
12. CV or Resume which will you use?





For Any Question

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Thank You

