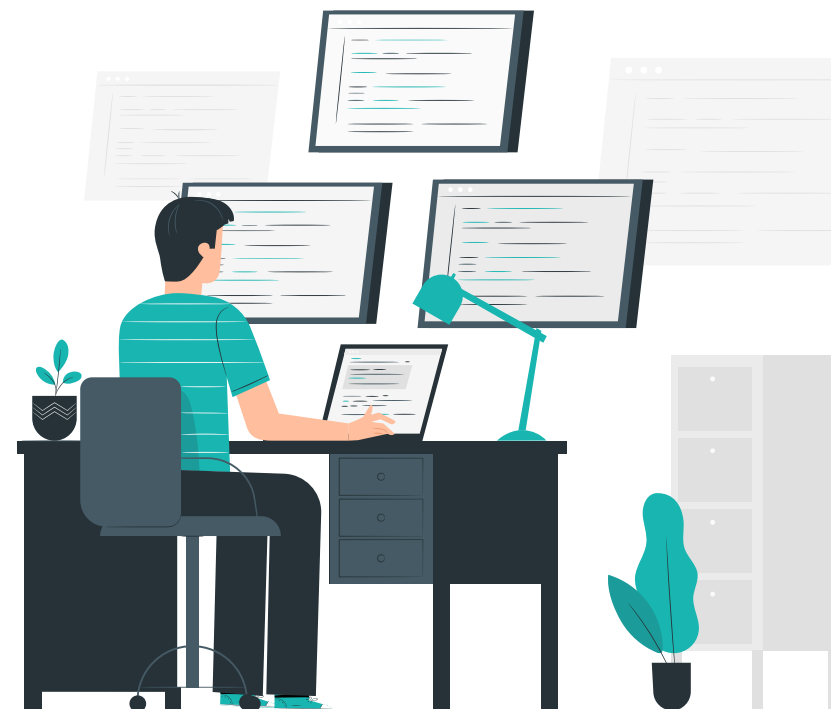


UNIVERSITATEA POLITEHICA TIMIȘOARA

SEMINAR IV

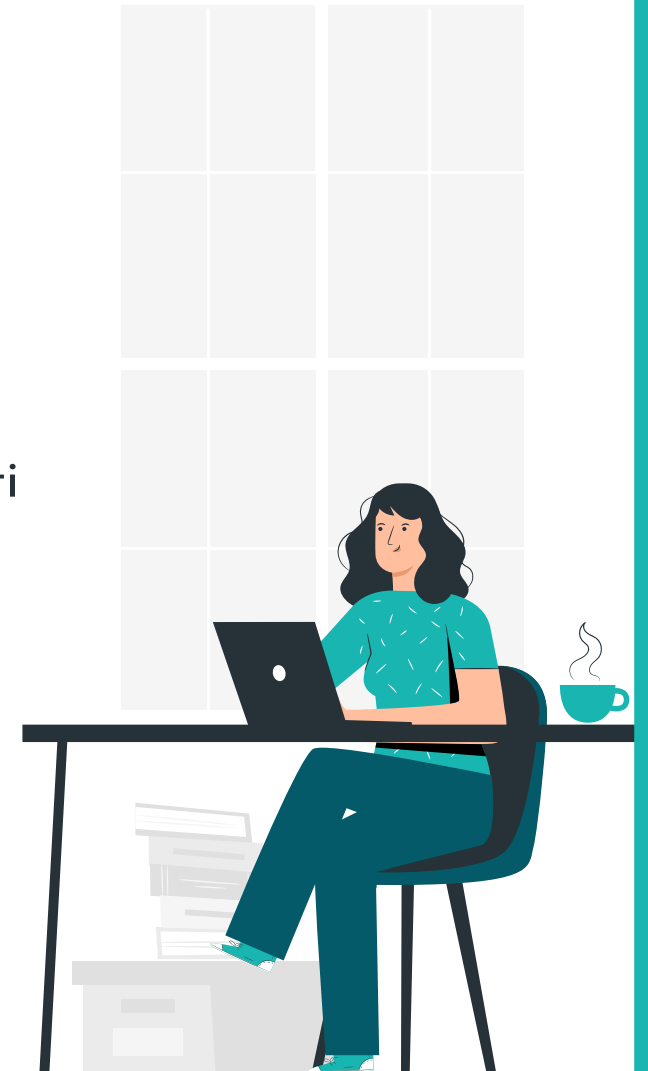
Curriculum vitae (CV)

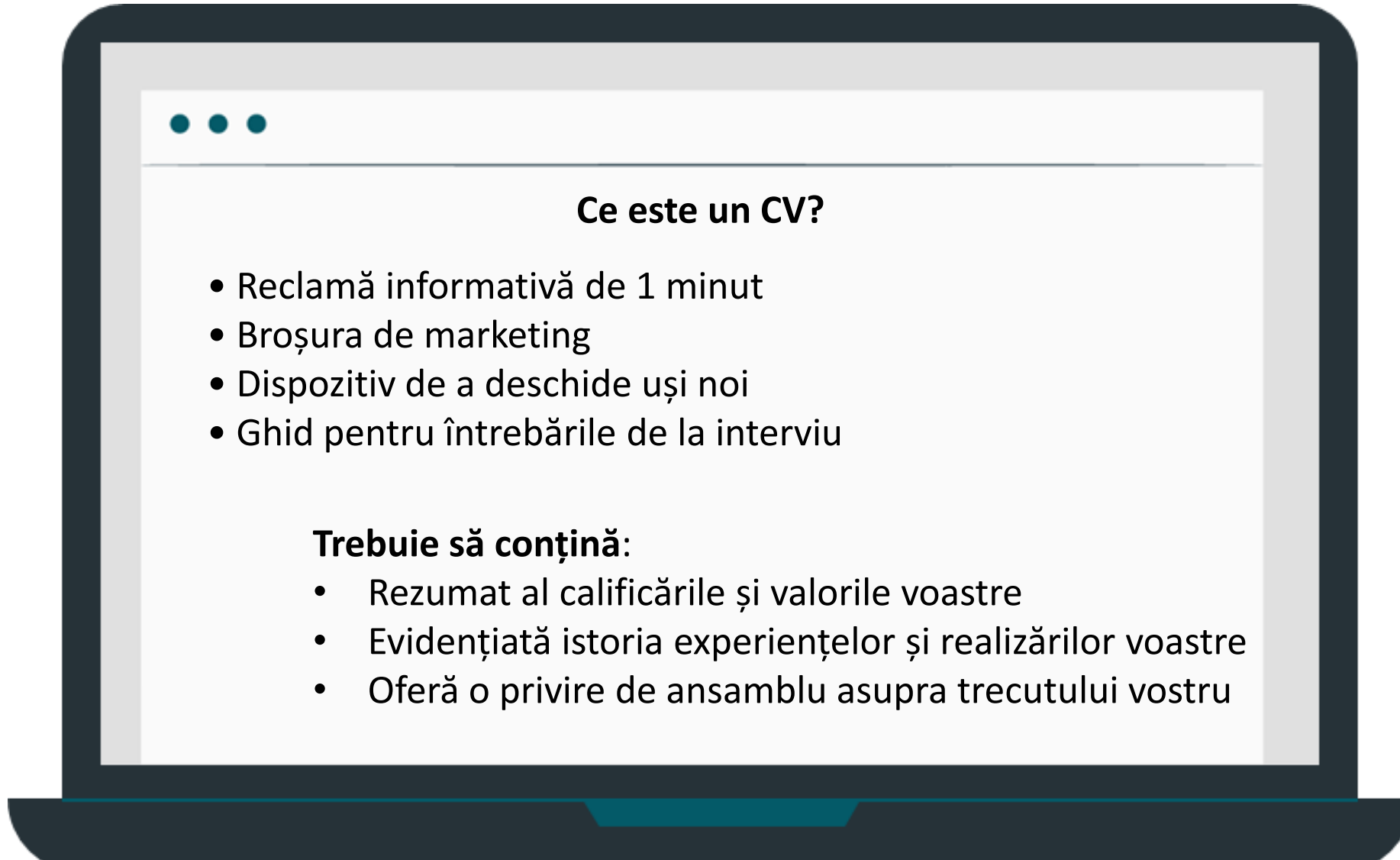
Laria-Maria TRUȘCULESCU



Ce să faci la un târg de carieră

- Faceți un plan despre companiile pe care doriți să le întâlniți
- Copii ale CV-ului vostru
- Dezvoltați-vă „reclama de 30 de secunde/ 1 minut”
- Observați puțin totul înainte
- Îmbrăcați-vă corespunzător
- Prezintă-te și dă mâna
- Pune întrebări inteligente: scopul este să aflați ce caută ei, ce abilități
- Concentrați-vă pe ceea ce puteți oferi: comparativ cu cele ce vi s-au spus deja
- Asigurați-vă că obțineți cărțile de vizită ale angajatorilor
- Notați orice observații notițe despre angajatori/companie pe spatele cărților de vizită
- Țineți-vă de cuvânt
- Trimite note de mulțumire





Ce este un CV?

- Reclamă informativă de 1 minut
- Broșura de marketing
- Dispozitiv de a deschide uși noi
- Ghid pentru întrebările de la interviu

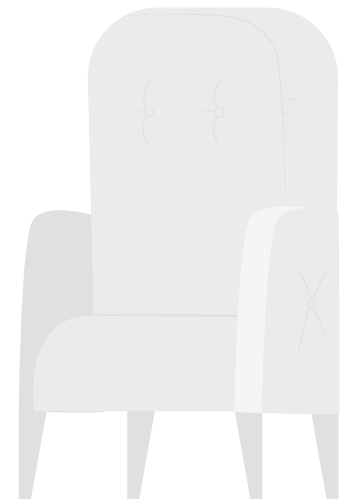
Trebuie să conțină:

- Rezumat al calificărilor și valorile voastre
- Evidențiată istoria experiențelor și realizărilor voastre
- Oferă o privire de ansamblu asupra trecutului vostru

Noțiuni de bază



1. Ce vreau să fac?
2. Care sunt cele mai mari atuuri ale mele?
3. Unde sunt limitele mele evidente?
4. De ce este important acest lucru pentru CV-ul meu?
5. Cum pot îmbunătăți această zonă?
6. Unde am schimbat direcțiile în carieră sau studii?

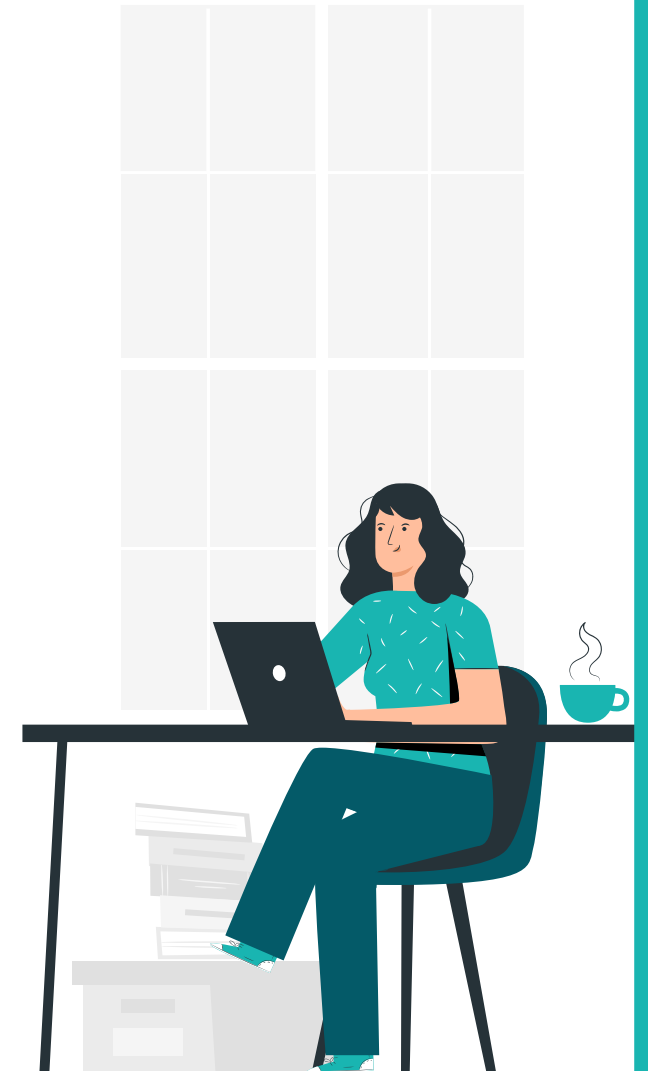


Ingredientele potrivite:

Unealtă de marketing

- Cunoaște-ți produsul: autoevaluarea
 - Care sunt punctele tale forte?
 - Cum te poți diferenția?
 - Ce vă face produsul (adică voi) mai bun decât concurența?
 - Care sunt realizările tale?
- Cunoaște-ți clientul
 - Îți cunoști publicul țintă?
 - Ți-ai făcut cercetările?

Adaptați conținutul: la industrie, la poziție, la companie



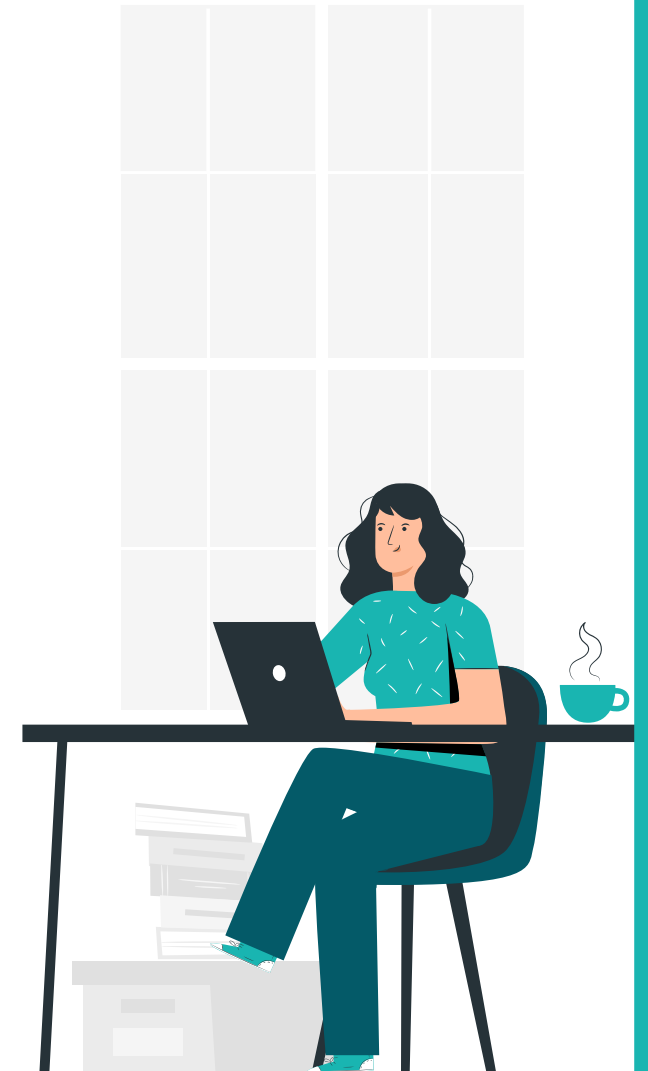
Cum să te diferențiezi?

01 Leadership

- Are o viziune sau ia inițiativă pentru a face îmbunătățiri
- Aliniază resursele pentru a obține rezultate:

02 Lucru în echipă/Construirea parteneriatelor

- Lucrează în cooperare și în colaborare cu oameni diverși pentru a-și căuta opiniile pentru a atinge un obiectiv comun și împărtășește creditul cu ceilalți



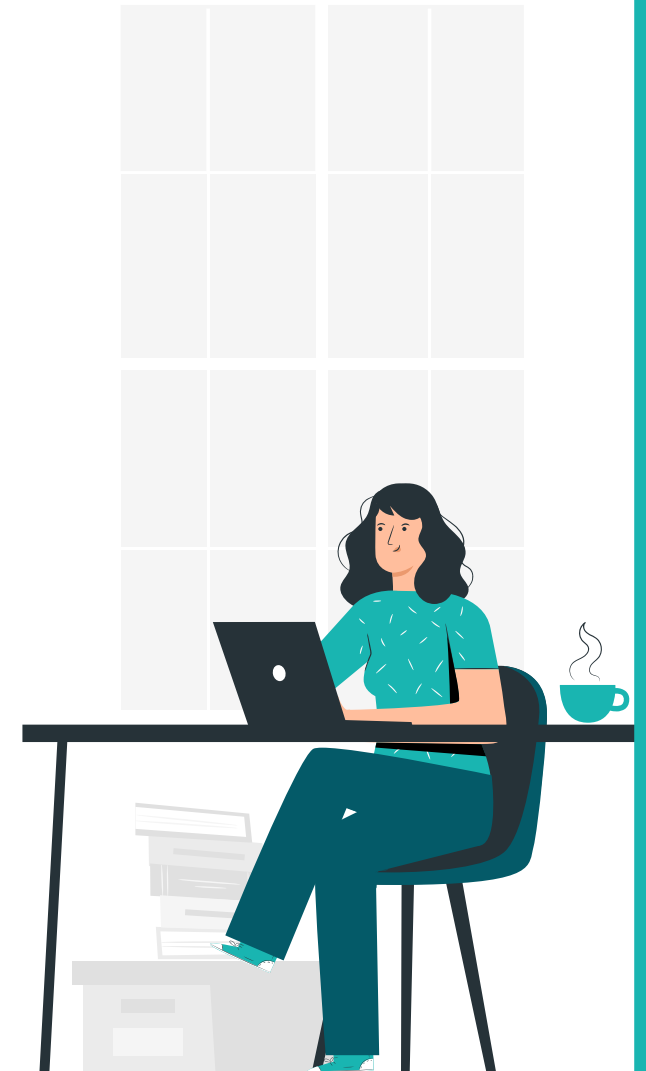
Cum să te diferențiezi?

03 Inițiativă și termină ceea ce ai început

04 Învățare și creștere

Angajatorii caută implicare - nu doar titlul de membru

- Organizații profesionale studențești
- Servicii comunitare și voluntariat
- Studiu în străinătate
- Competiții studențești
- Atletism



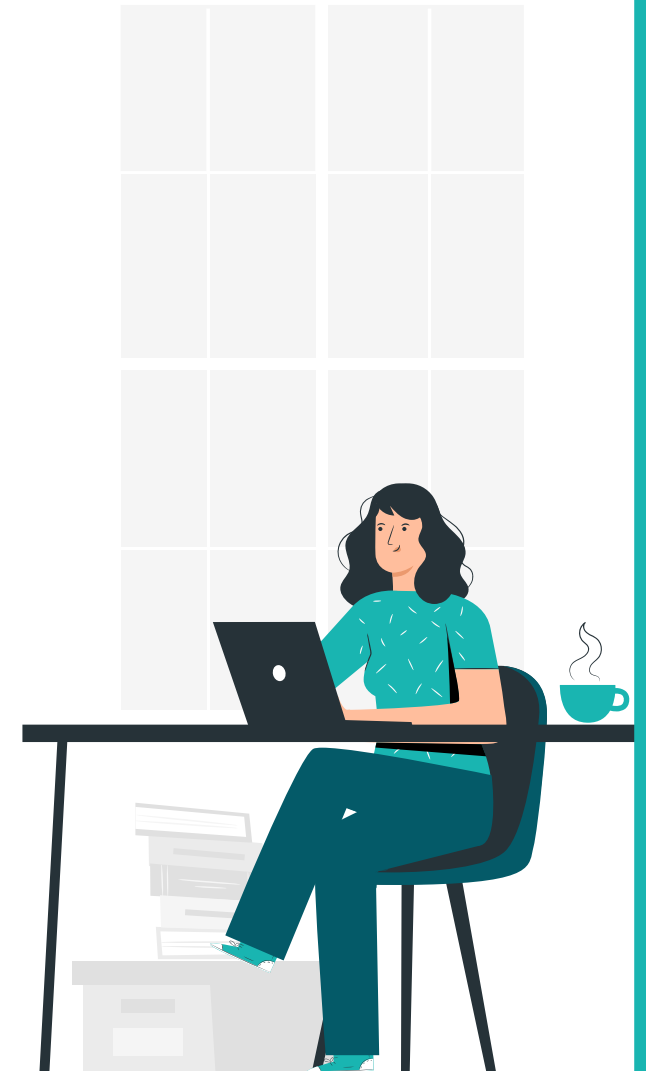
Cum să te diferențiezi?

05 Comunicare

- Demonstrați abilități verbale, scrise, de prezentare și de ascultare

06 Luarea deciziilor

- Luați o decizie rațională bazată pe informații factice și ipoteze logice. Capacitatea de a dezvolta soluții alternative la probleme



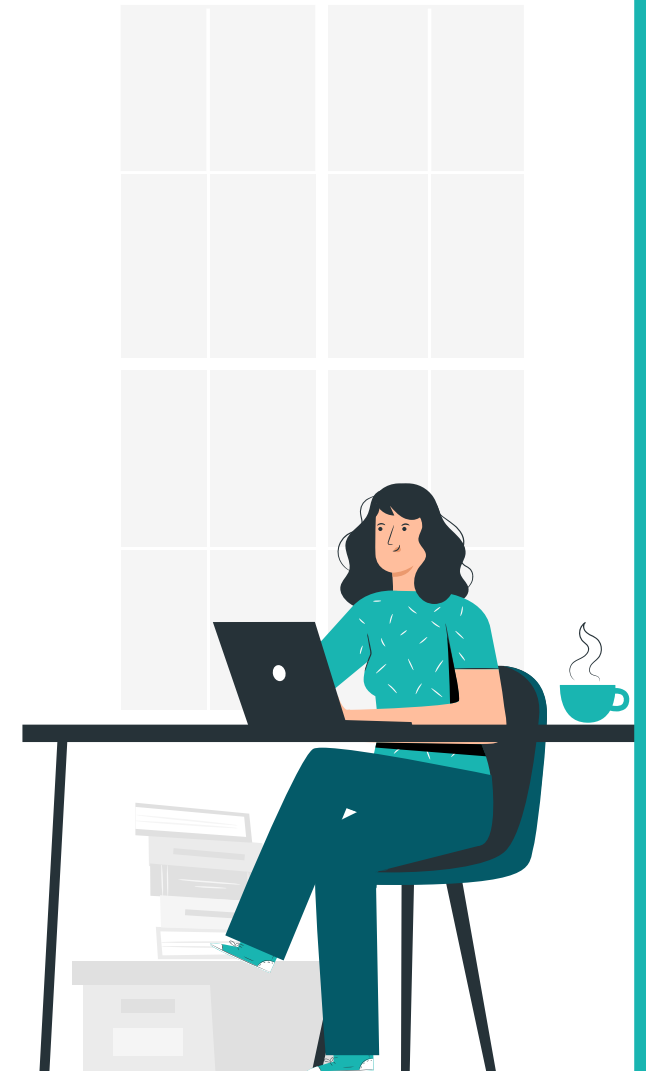
Cum să te diferențiezi?

07 Creativitate și inovație

- Își asumă riscuri în cunoștință de cauză și gândește în afara cutiei. Se străduiește să devină un lider tehnic pe piață

08 Analitic

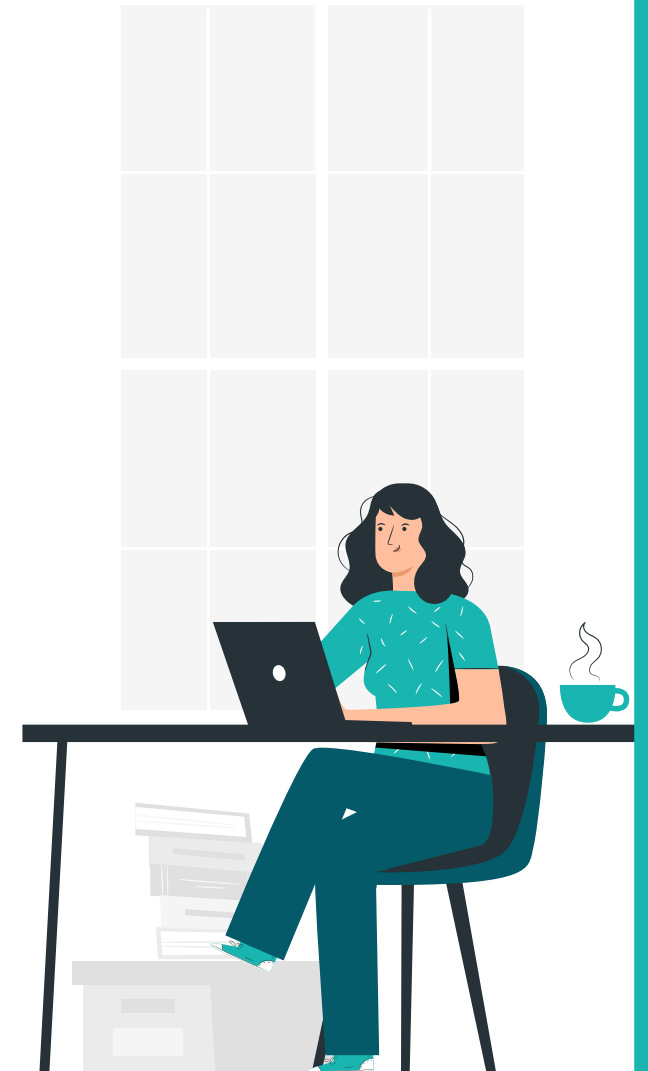
- Abilitatea de a sintetiza informații și de a formula concluzii



Cum să te diferențiezi?

09 Serviciu Clienți

- Experiență din stagiul de practică
- Experiențe de muncă part-time
- Experiențe de muncă voluntară
- Comunicare
- Conducere
- Lucru în echipă
- Cunoștințe informatice
- Abilități interpersonale și trăsături personale
- Integritate
- Cunoștințe de limbi străine



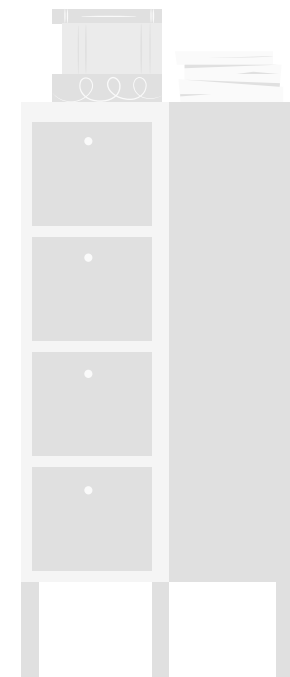
Organizați CV-ul

Informațiile de contact trebuie să fie exacte:

- Folosiți marcatori, declarații scurte și verbe puternice: începeți cu cuvinte de acțiune, apoi afișați rezultatele
- Fii consecvent în formatul tău
- Evitați jargonul, abrevierile și acronimele
- 1 - 2 pagini (pentru CV-ul scurt)
- Informația se scrie în descreșterea anilor

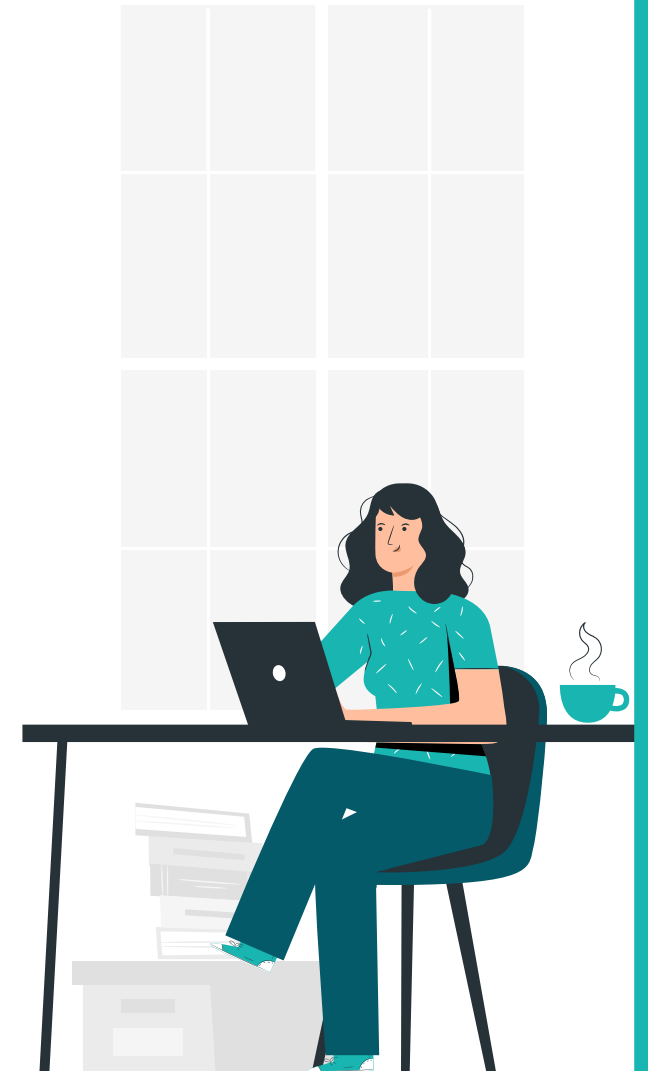
În România CV-ul se cere de cele mai multe ori în format Europass:

[Europa.eu](https://europa.eu/europass/)



1. Informații de contact

- Proiectați-l ca pe un antet
- Folosiți fonturi clare, bold, mari
- Nume
- Adresă curentă și permanentă
- Număr de telefon - cu prefix
- Adresă de e-mail
- POZA business



1. Informații de contact

Mary Jane Parker

Current Address:

1515 Foster Drive
My campus, IN 47405
(812) 555-5555

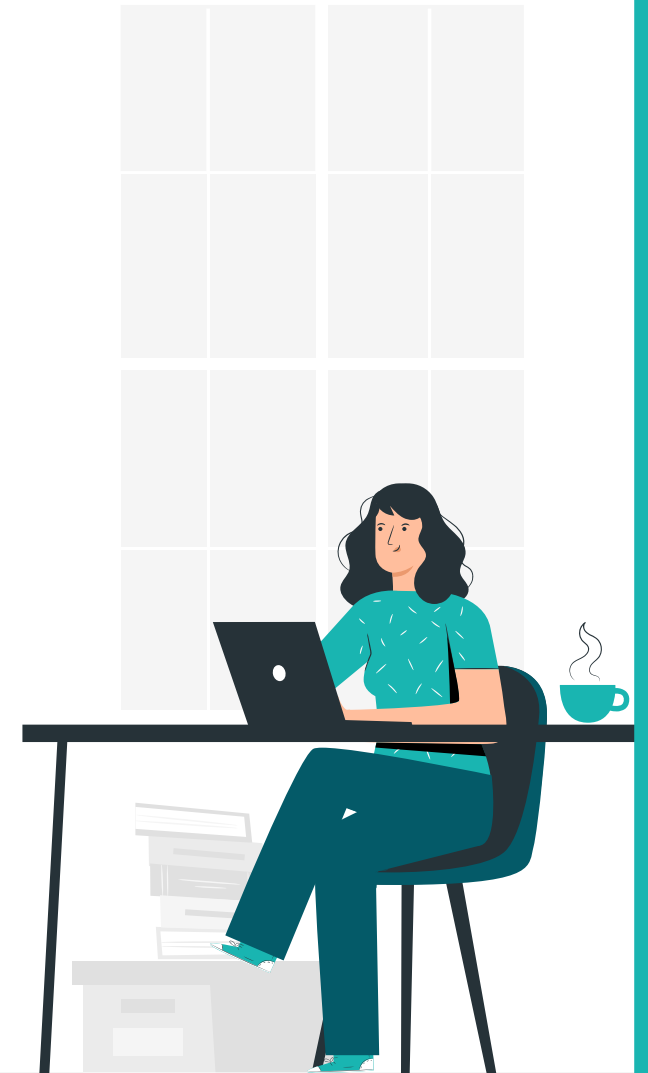
email@indiana.edu

Permanent Address:

111 Ariel Street
My Home, IN 44444
(812) 555-1212

2. Obiectiv

- Opțional
- Relaționați cu locul de muncă și industria
- Faceți-l puternic și concentrat pe angajator
- Ajută angajatorul să vadă „pachetul total”
- Fii specific, orientat spre scop și rezultate



2. Obiectiv

Mary Jane Parker

Current Address:

1515 Foster Drive
Bloomington, IN 47405
(812) 555-5555

email@indiana.edu

Permanent Address:

111 Ariel Street
Connersville, IN 44444
(812) 555-1212

Obiectiv în carieră

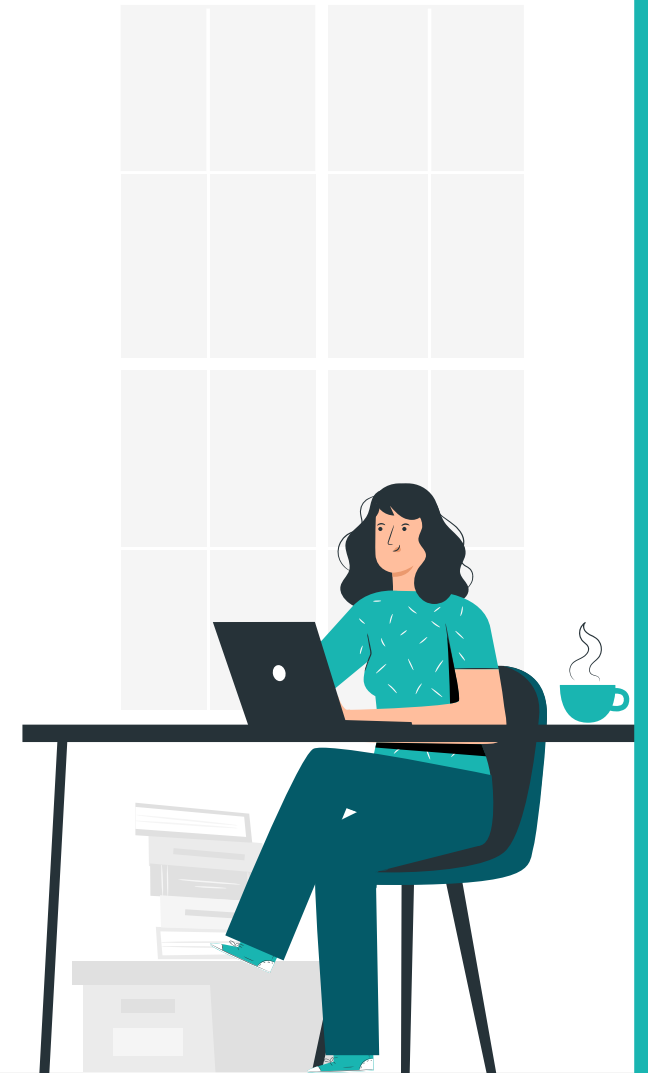
Internship position which will use my finance and accounting skills in budgeting, analysis, and reporting supported by my valuable communication, information technology, and organizational skills to result in a more profitable company.

Obiectiv în carieră

Sales Representative. Strong communicator seeks to contribute to the continued success of a retail company that desires an entrepreneurial, innovative, and resourceful employee. Desire to use my skills in management, data analysis, and problem solving.

3. Educație

- Numele complet al universității și locația cu descrieri
- Date anticipate de absolvire
- Identificați mai întâi diploma de la cel mai înalt grad (dacă este din același an)
- Enumeră domeniul și cursurile principale
- Descrieți programul academic
- Note
- Experiențe de studiu în străinătate



3. Educație

Mary Jane Parker

Current Address:

1515 Foster Drive
Bloomington, IN 47405
(812) 555-5555

email@indiana.edu

Permanent Address:

111 Ariel Street
Connersville, IN 44444
(812) 555-1212

Career Objective

Sales Representative. Strong communicator seeks to contribute to the continued success of company that desires an entrepreneurial, innovative, and resourceful employee. Desire to use my skills in management, data analysis, and problem solving.

Education

Indiana University, Kelley School of Business, Bloomington, IN
Bachelor of Science in Business
Majors in Accounting and Marketing GPA 3.4/4.0
Minor in Spanish

May 2007

Fluent in Persian and Hebrew

Study Abroad, Wells College, Florence, Italy (Spring 2005)
Studied intensive language and multi-cultural courses

4. Experiență de muncă

- Numele organizației (descrieți)
- Locație
- Datele de angajare
- Denumirea funcției
- Utilizați ordinea cronologică inversă
- 1 sau 2 paragrafe per angajator/titlu
- Titlul postului cu siguranță atrage ochilor în designul CV-ului.



Mary Jane Parker

Current Address:

1515 Foster Drive
Bloomington, IN 47405
(812) 555-5555

Permanent Address:

111 Ariel Street
Connersville, IN 44444
(812) 555-1212

email@indiana.edu

Career Objective

Sales Representative. Strong communicator seeks to contribute to the continued success of company...

Education

Indiana University, Kelley School of Business, Bloomington, IN
Bachelor of Science in Business
Majors in Accounting and Marketing GPA 3.4/4.0

May 2007

Work Experience

First Investors, Indianapolis, IN

October 200x - present

Human Resources Intern

- Maintain Access database for human resource department and track employee Series 6, 63 and life insurance certification training
- Work to pay for college tuition and living expenses

Sheraton Hotel and Suites, Indianapolis, IN

Summer 200x

Banquet Prep Team

- Provided assistance to customers, guest speakers, and hotel staff to ensure facility specifications and requirement were met in a professional and timely manner
- Performed supervisory role in absence of supervisor, including scheduling a team of 15, assignment of tasks, and customer service

Capital Management, Chicago, IL

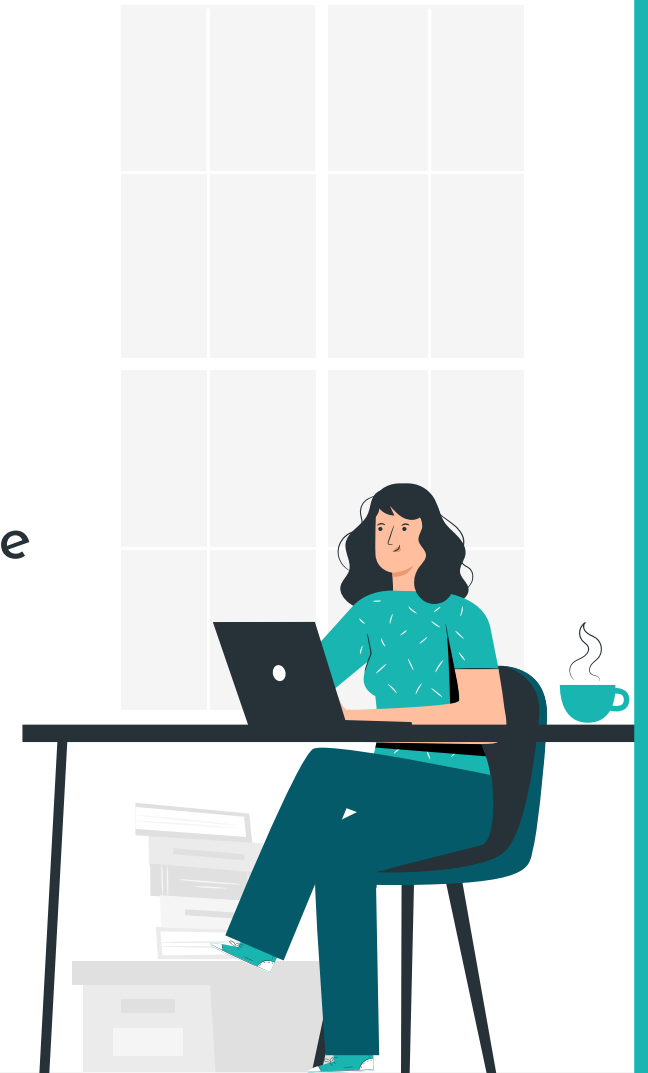
January – May 200x

Finance Intern

- Analyzed financial performance of various funds in excess of \$5.6 billion to determine the correlation between fund size and actual performance
- Researched and analyzed more than 30 potential investors to discover mandate size and level of interest in the hedge-fund industry

5. Activități și onoruri

- Indicați apartenența la organizații profesionale și asociații studențești
- Identificați rolurile de conducere sau posturile deținute
- Enumerați cursuri suplimentare, certificări sau conferințe la care a participat
- Onoruri, premii și burse



Other Examples Activities and Honors

Volunteer, Nonprofit Agency – Directed the recruitment of new members and developed a strategic marketing campaign to promote the benefits of fraternal involvement. Assisted in managing 15 social and networking events

Captain, Soccer Team – Organized daily team practices and provided leadership to 12 players

Peer Tutor, Business Administration Department – Assisted students enrolled in an introductory computer course with Excel, Word and Access. Selected by faculty for exceptional performance while enrolled in class

PricewaterhouseCoopers Case Competition National Winner – Evaluated and presented recommendations to corporate judges about the accounting standards and business practices of a fictitious economy

Cadet, Army Reserve Officers Training Corps – Training concentration included leadership, physical fitness, and motivation. Responsible for up to 10 cadets while serving as underclass mentor

President, Local Volunteer Group - Coordinate daily management activities of nine operational boards and oversee a budget of \$14,000 with a 5 member executive board

Volunteer, Big Brothers – Volunteer hours to provide companionship to 7th grade student

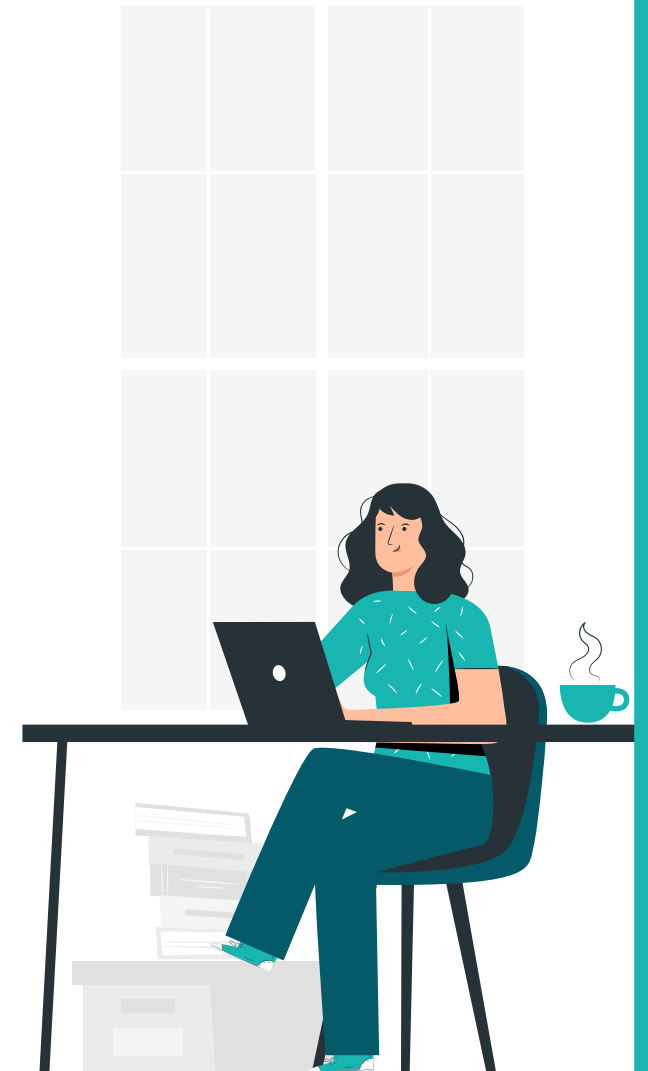
Dean's List (Fall 200x)

6. Persoane de referință

Referințele de muncă. Aceștia sunt de obicei foști supraveghetori direcți sau indirecti.

Referințele academice. Ei sunt întotdeauna foști profesori.

Referințele personale. Aceștia sunt de obicei prieteni și asociați de afaceri care te cunosc de câțiva ani.



Revizuire și corectare

- Căutați erori
- Îndepărtați orice formulare negativă
- Cereți alte opinii
- Verificare a ortografiei
- Citiți-l CU ATENȚIE!
- Personalizați-vă CV-ul pentru fiecare post în parte
- Păstrați CV-ul actualizat.
- Recitiți CV-ul înainte de fiecare interviu (recrutorul face același lucru)

Exemple greșite de CV

Work History

2020-01 - Current

Server

Wild Billie Geet's Texas Steakhose, Texarkana, TX

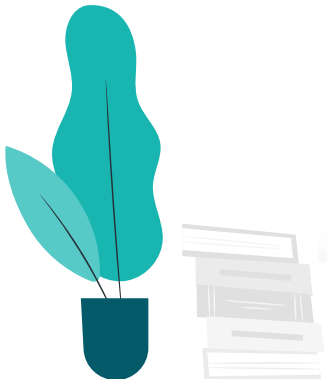
- Guided arriving guests to tables, took drink orders and relayed information to bartenders.
- Responsible for serving guests to create memorable moments and long-lasting loyalty.
- Applied comprehensible knowledge of wine, cider, and beer, increasing daily beverage sales by 47%.

2017-01 - 2019-12

Surver

KJ's All-American Diner, Texarkana, TX

- Supervised restocking of salad bar and buffay for lunch and dinner service.
- Achieved monthly sales goals by using successful strategies to promote specials, deserts and alcoholic beverages.
- Forested enjoyable event atmosphere through friendly guest interactions
- Stored food in designated containers and storage areas to increase shelf life, improve kitchen organization and provide easy excess during busy peek service





PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO

HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

Walmart Sales Associate
2015–Present

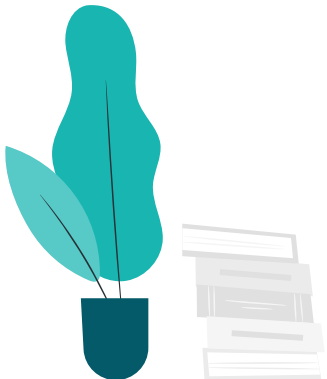
- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate
2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%



Exemple greșite de CV

Christina Jacobs

Customer Service Representative

NU

Responsabil pentru creșterea de vânz

Contact
783-291-2211
Christina.jacobs@hotmail.com

Experience

01/2020 - Present

Customer Service Representative • ProNet Communications

- Responsible for receiving calls from customers
- Tasked with updating clients on connection status
- Tried to create positive rapport with customers
- Used software to log customer feedback

01/2017 – 12/2019

Customer Service Representative • Nashville Internet Co., Ltd

- Handled incoming calls from customers
- Responsible for ensuring phone calls were handled in a calm, courteous, and professional manner
- Charged with increasing customer satisfaction
- Tasked with upselling faster internet connections to customers

DA

Am dezvoltat o nouă strategie de vânzări, generând venituri de peste X Lei



Exemple greșite de CV



EXPERIENCE

Reporter at McClatchy Washington Bureau, Washington, D.C.

September 2018 - August 2020

- *Pitched and wrote weekly stories for McClatchy's national newspapers, the Miami Herald in particular*
- *Reported on 2018 congressional races, as well as Senate hearings*
- *Assisted lead editors with short and long-term economic research*

Organizer at Orange County Democratic Committee, Orange County, CA

June 2017 - August 2018

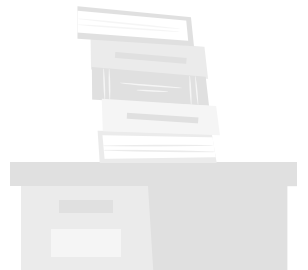
- *Used NGP VAN to update voter profiles, pull voter registration lists, and track contributions*
- *Planned and prepped for grassroots events aimed at recruiting new members from more than 100 precincts*
- *Ran voter registration drives, having received voter registration certification in Virginia*

NU

Papyrus
Comic sans
Impact
Mistral

DA

Times New Roman
Georgia
Helvetica
Arial Narrow
Calibri
Cambria



Exemple greșite de CV

Dirk Groshnik

551 Washington Place Bloomfield, NJ, 07033 908-641-1220 dirk.groshnik@gmail.com

Objective

Looking for a good sales manager position where I can apply my skills. No office experience yet, but I'm a hard worker and have what it takes to get the job done.

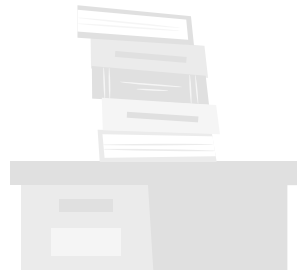
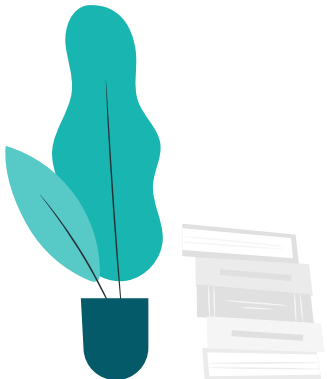
Qualifications

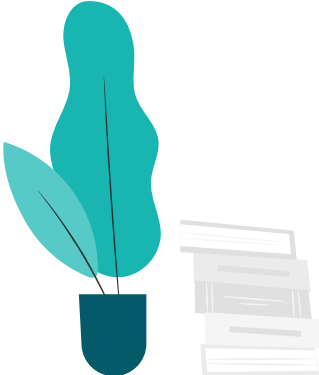
Leadership

- Founded one of the best RuneScape clans in history, with over 400 members and 300 billion total XP.
- Helped train new employees at the Trader Joe's in Montclair, NJ.

Dedication

- Dedicated hundreds of hours training in League of Legends. Finally reached Platinum tier this November.
- Spent my summer helping my grandpa renovate his porch last year (2019).





BILL JORTS

(883) 129-5231
bill.foresack@gmail.com

OBJECTIVE

Sales Associate with 5 years of experience in retail environments. Recognized for my ability to communicate with customers, providing exceptional service that ensures client retention and positive feedback. Proven ability to increase sales through upselling techniques as well as implementing processes that drive profitability.

EXPERIENCE

Hoop Marketing New York, NY
Marketing Assistant July 2019 - Present

- Assisted the Marketing Manager in the creation of an international marketing campaign airing in ten countries and requiring translation into six different languages for Domino's Pizza
- Increased engagement across First Bank's social media accounts by 40% through a user-generated content campaign
- Conducted keyword research in order to identify high-volume keywords to target, negative keywords to avoid, and an analysis of competitor's keyword rankings
- Created a personalized and targeted email campaign for Carrie's Shoes resulting in a 35% increase in click-through rates
- Facilitated a successful rebrand campaign focused on refreshing and repositioning a client's brand

Red City Industries Washington, D.C.
Marketing Assistant May 2016 - July 2019

- Produced reports providing in-depth analysis of current market share distributions and projected market share acquisition for potential new clients
- Conducted market validation research through the administration of an in-person survey of 1,000 participants
- Boosted Google rankings for clients through the creation of informative, high-quality organic content for company blogs, websites, and social media accounts
- Increased conversion rates by 10% on a client's web-based service offering through SEO/SEM campaigns

John Sarbanes for Congress Annapolis, MD
Intern November 2015 - April 2016

- Made and distributed campaign materials to supporters.
- Helped lead get out the vote efforts in local neighborhoods, knocking on over 800 doors.
- Wrote scripts for other campaign volunteers to follow when phone banking.
- Excelled in a fast-paced, demanding environment.

The Bay Restaurant Annapolis, MD
Server July 2014 - November 2015

- Memorized restaurant's wine stock and accompanying meals, leading to daily wine sales of \$150
- Wrote patrons' food orders on slips, memorized orders, and entered orders for transmittal to kitchen staff in a 150+ seat restaurant
- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.
- Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen

Boon's Kitchen Restaurant and Bar Annapolis, MD
Trainee Server October 2013 - July 2014

- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.
- Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen
- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.
- Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen
- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.

Relevant coursework: accounting 2012, business administration 2013, the Basics of Marketing

John Adams High School
3.5 GPA
Academic Honor Roll

HOBBIES

- Amateur soccer player
- Hiking
- Photography

ations upon request in a 70+

reeting, seating, and thanking

off life

al

Baltimore, MD

December 2012 - August 2015

ing in ten countries and

erated content campaign

keywords to avoid, and an

crease in click-through rates

brand

Washington, D.C.

May 2016 - July 2019

ected market share acquisition

1,000 participants

c content for company blogs,

M campaigns

Annapolis, MD

November 2015 - April 2016

ations upon request in a 70+

reeting, seating, and thanking

off life

al

Baltimore, MD

December 2012 - August 2015

their feet

College Park, MD
Graduated 2014

Annapolis, MD
Class of 2010



Exemple greșite de CV



Gurt Rugg

Regional Manager/Cryptocurrency Expert

Motivated go-getter with robust experience in maximizing synergy in businesses. Naturally detail-oriented and a self-starter. Hire me to drive results and achieve quantifiable goals.

Hit me up

Mobile:
123-456-7890

Email:
burt.rugg@email.com

Website:
fresh-ideas-revolution.io

Address:
14 Manhattan Ave., Baltimore, MD

Personal motto:
"Success is where preparation and opportunity meet."

- Bobby Unser

Work Experience

Regional Manager

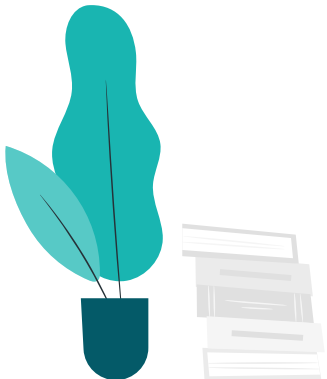
Cheesecake Factory, Towson, MD | July 2020 - December 2021

- Developed holistic solutions to low sales by targeting underperforming ROI
- Reduced variable costs by strategically not paying overtime wages
- Trained new employees to think innovatively and be hungry for success
- Pioneered a cutting-edge sales strategy via the introduction of our weekly "Tortilla Tuesday" special
- Recognized as a thought leader in the food and beverage industry due to my ability to think outside the box

Blockchain Pioneer

Self Employed | 2018 - Present

- Masterminded and launched game-changing NFT project "Dope Sea Chimps"
- Provide personalized online lessons on blockchain technology and the data-driven event horizon that is web 3.0
- Personally predicted the rise of machine learning vis-a-vis the metaverse



Rachel Maxwell

RESUME SUMMARY


College graduate with internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.


PROFESSIONAL EXPERIENCE

February 2018 – Present | Western Digital Inc., New York, NY

Office Clerk Intern

- Perform document scanning (100+/day) and log them in the company's proprietary computer system for future review by internal departments, as well as the company's international offices
- Typing and distributing confidential letters for senior members daily
- Lead internship team of 8 in developing new inventory filing system
- Respond to more than 15 client emails daily (on average), quickly resolving issues as they arise
- Worked with management to optimize the storage process for regulatory documentation, saving the department several hours per week

 (212) 657-8934

 rachel.maxwell@gmail.com

 linkedin.com/in/rachelmaxwell/

EDUCATION

May 2017

University of California, Berkeley

Berkeley, CA

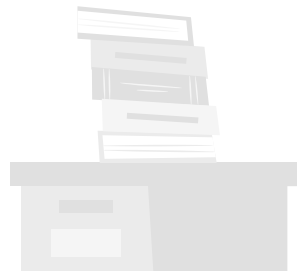
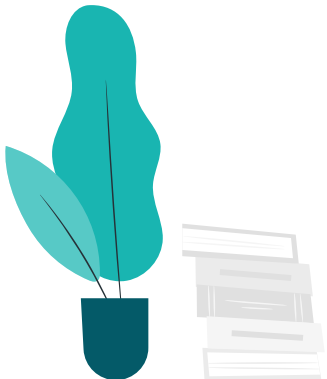
M.S., Marketing

May 2012

University of California, LA

Los Angeles, CA

B.A., Economics



BENJAMIN DAVIS

9530 Orchard Park Trl, Colorado Springs, CO
80920 benjamindavis@gmail.com | (719) 653-9879

SUMMARY

Teaching assistant with 2+ years of experience supporting young learners in a multilingual setting. Language genius with a Level II Teaching Assistant Certificate. Ich sprech Deutsch, hablo español fluidez, svenska pratar också jättebra.

PROFESSIONAL EXPERIENCE**Teacher Assistant**

*Ridgeview Elementary School, Colorado Springs, CO
August 2020–Present*

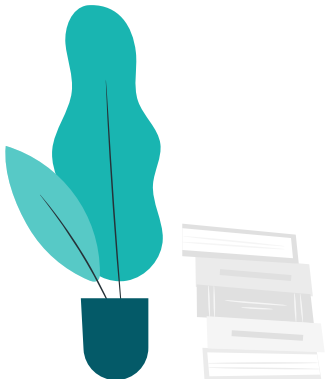
- Help manage groups of 20+ students during classes and field trips
- Assist students working from home using Google Classroom and online learning tools including Seesaw, Legends of Learning and Code.org
- Adhere to all school guidelines to maintain a safe and inspiring learning environment for students
- Attend regular workshops on topics related to child development and education

EDUCATION

A.A. in Education, May 2019
University of Colorado Denver, Denver, CO

ADDITIONAL SKILLS

- Lesson planning
- Communication
- French, Arabic, Spanish, Cantonese, German, Italian, Swahili, Swedish, Ukrainian, Turkish, Dutch





DA

- Ușor de citit
- Sistemul de urmărire a solicitantului (ATS) prietenos
- Fără erori
- Concentrat pe abilitățile și experiența relevante ale unui solicitant de locuri de muncă

NU

- Dezorganizat sau greu de citit
- Greșeli de ortografie și gramatică
- Grafică care distrag atenția
- Informații care nu sunt relevante pentru job
- Nu reușește să vă evidențieze realizările
- Nu-ți obține locul de muncă