**Міністерство освіти і науки України**

**Національний університет «Запорізька Політехніка»**

Кафедра програмних засобів

**ЗВІТ**

з лабораторної роботи

з дисципліни «Іноземна мова»

Варіант №20

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Video Notes

- writing a professional resume

- three steps

- format and layour

- existing formats

- chronological format

- go with this one

- skill based or functional

- combined

- header

- must have info

- name

- phone

- email

- location

- job title

- optional info

- linkedin url

- social media

- website / blog / portfolio

- do not include

- birth date

- non professional email address

- photos - not in US, UK, Ireland

- include a brief resume summary

- sometimes resume objective is better

- resume sections

- most important part

- structure

- job title

- company name

- dates emploed

- achievements and responsibilities

- company description (optional)

- use percentages and numbers as much as possible

- listing education

- program name

- university name

- years attended

- optional

- courses

- awards

- GPA

- academic achievements

- listing top skills

- hard skills

- examples

- google analytics

- adobe photoshop

- french cuisine

- engineering

- soft skills

- examples

- leadership

- critical thinking

- empathy

- adaptability

- other sections

- languages

- volunteering experience

- certificates

- awards or achievements

- relevant projects

- hobbies and interests

- conclusion

- structure

- header

- name and title

- summary and objectives

- contact information

- resume sections

- work experience

- education

- skills

- additional sections

Article Notes

- employers look at CVs for 6 sec tops

- how to grab one's attention in those seconds?

- takes time to make a good CV

- but worth for getting a dream job

- do you need a CV?

- some emloyers say CV, others resume

- location based differences

- in Europe its same thing

- in US

- resume - one page summary of work experience

- CV - longer academic diary

- resume is shorter, CV is longer

- why use CV builder

- word templates are lifeless

- CV wants to stand out

- how to format CV

- must have sections

- contact information

- CV summary or objective

- work experience

- skills

- education

- optional sections

- certificates and awards

- langauges

- personal projects

- valunteer experience

- CV layout

- things people notice

- if everything is easy to read

- consistent styling?

- well organised?

- best practices

- keep all on one page

- clear section headings

- use margins properly

- keep clear details

- save as PDF

- types of resume

- traditional

- suits well for

- legal

- banking

- finance

- etc

- creative

- suits well for

- tech startups

- innovative company

- etc

- hot to add contact info

- arguably the most important part

- tripple check it

- should include

- name

- phone number

- email

- title

- location

- could include

- linkedin

- twitter

- quora

- StackOverflow / GitHub

- medium

- etc

- how to grab attention

- does it pass 6 seconds test?

- if have 2 years of work experience - do CV summary

- else - go for CV objective

- summary should include

- jobs

- years of experience

- achievemnts and responsibilities

- your goals

- mention how experience will help bring value

- how to do a CV objective?

- 2-3 sentences long tops, like summary

- focus on motivation

- might wanna include

- skills

- education

- types of responsibility

- how can apply experience

- summarise the goal and your motivation

- how to show off work experience

- main section

- perfect work experience sections

- job title / position

- company name

- achievements and responsibilities

- make it clear how you took company from point A to point B

- work experience in reverse order chronologically

- skills section

- hard skills are technical and specific skills that are directly related to tasks

- soft skills are personal attributes, non technical skills

- communication

- leadership

- teamwork

- critical thinking

- jobs include skills they want

- list hard skills or make a rating out of them

- list soft skills as well

- universal skills can be mentioned too

- education section

- tips for the section

- if no work exeprience, then put education first

- if have university degree, don't mention high school

- mention GPA if its above average

- those were the necessary sections for any resume

- optional sections

- certificates and awards

- languages

- categorise languages by your level of knowledge

- hobbies or interests

- personal projects

Jamboard

