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

Dos

proofread for spelling, grammar, or punctuation mistakes: many employers routinely discard CVs/résumés that contain this type of mistake

keep your CV/résumé brief and concise: there is no need to go into a lot of detail about your education or employment history.

when describing your responsibilities and achievements, start each point with an action verb (such as teaching, leading, developing): this creates more impact

use brief, informative sentences, short paragraphs, and standard English

name people as referees unless you've confirmed that they're happy to provide a reference for you

try to keep your CV/résumé to one or two sides of A4 paper

Don'ts

leave gaps in your employment history: add a sentence or two explaining any periods that are not accounted for

use inappropriate colours, graphics, or photos

go into too much detail: employers are too busy to read rambling or unfocused CVs/résumés

update your CV/résumé regularly as your situation changes

use too many different fonts or typefaces: keep to one or two that are clear and easy to read

use bold type or bullet points to highlight key information