Guide to Write a Great CV. Comparison CV & Resume

How is a CV different from Resume ?

A "CV" or Curriculum Vitae is essentially the same as a Resume with a few basic differences.

Simply explained; a **CV** is used in the **United States** for employment purposes, whereas a **Resume** is what you would use in the **United Kingdom**.

Additionally, a **CV is the preferred format for most international job applications**; so it is natural that the majority of job seekers opt to prepare a CV and Resume both. In some circumstances, employers in the US would specifically ask for a CV; hence, it is imperative that you check out the requirements of your potential employers while submitting your application. This is especially true in case of applying for academic positions where research experience and academic achievements are the criteria of the selection process.

One of the most noteworthy differences between a CV and a resume is the length of the two documents. **A CV is longer than a resume and more comprehensive**. Naturally experts also clearly state that a CV should be no longer than two pages in length, but it is not surprising when people with highly extensive career backgrounds have one that runs longer than ten pages. Many are also known to include a list of their publications in their CV, in which case it naturally tends to run longer than two pages. **A resume**, **on the other hand, is rather more concise and is typically one page long.**

As the **CV** is longer and more detailed; the **experiences** and information mentioned in it should be presented **in reverse chronological order**.Thus, more recent employment history and most relevant information must be presented at the beginning. Additionally, a CV should begin with a professional profile of the candidate followed by his/her personal traits. If space permits, you must also enlist your career objectives, which should ideally complement the job title that you are applying for.

Format of a CV

- The first thing to do in a CV is to list the name, address, contact details etc of the candidate.
- Include a targeted objective summary section that helps the reader understand at a

single glance what you wish to achieve and whether you are a right match for the job.

- Include a synopsis describing your strengths skills etc.
- In reverse -chronological order list the education qualifications including institutions where you studied, grades and major subjects etc.
- Now, in a chronological order, start with the most recent position/employer and explain your job position/title, description of your responsibilities and tasks. Try to keep things to the point and as far as possible, use action oriented and concise wordings.
- End the resume with your special achievements, honors, awards and accolades etc.
- Also, you may want to include special computer skills, languages spoken etc.
- Some experts recommend re-summarizing the work experience and the period of work etc.

Steps to create a CV

Step 1: Make notes of all your work experiences which include paid and unpaid experiences, as well as the full time and part time jobs. Also note down the responsibilities, the titles of jobs and company names etc.

Step 2: Make notes of educational degrees, courses, certifications, school names and all other courses that are relevant to the position you are applying for.

Step 3: Make some more notes of memberships you might have in various organizations, or any other special skills and accomplishments, voluntary work etc.

Step 4: List the relevant points from all the notes made above. These should be relevant to the required skill set of the position for which you are applying. These will be the important points you will write in the CV.

Step 5: Begin writing the CV - Start by listing your name, age, sex, marital status, nationality and contact details like address, email and telephone number. This should be at the top of the CV.

Step 6: Write your objective; this basically describes in brief the job position you are hoping to get.

Step 7: Summarize the educational qualifications and mention all the degrees you hold and specific courses that are relevant to the job position.

Step 8: List your experience starting from the most recent job and progressing backwards chronologically. Focus on skills that you have picked on these jobs that are relevant to the current job. Also mention the details of the projects/companies that you have worked as well as your title and responsibilities whilst on those jobs.

Step 9: List down additional skills including languages spoken or computer skills etc

Step 10: List down your hobbies and interests.

Step 11: References. Mention a line that says "references attached/included".

Tips for writing a CV

1. Always use common sense when formatting your CV using the computer. Make sure you do a "print preview" to verify that the CV is not appearing too crowded or misaligned. Also evaluate consistency of spacing in the document.
2. Font: There are no set rules for choosing a font size for the CV, but experts recommend tried and tested fonts like Times New Roman or Arial. Avoid fonts that will distract the reader. Always use the same font for the entire document with the exception of the font for your name.
3. Seek templates: Many academicians and professionals have posted their CVs online on corporate websites and online faculty pages. These can be used designing your own CV, but you must choose the template that closely matches your field, discipline and interests.
4. Avoid personal pronouns like I, me, etc. Use sentences like "Managed and led a team of 10 to ….." and so on.
5. Use active and dynamic verbs like attained, accomplished, managed and founded etc
6. Telephone must have international dialing codes.
7. American or British English must be used throughout the document as relevant.
8. While there is no right or wrong way of writing a CV, make sure you have your basics right. Ensure including all the relevant information, job experiences, academic achievements etc.
9. The presentation of a CV is also important. A crumpled, folded CV is not going to create a good impression.
10. The 'hotspot of a CV' is the upper middle area of Page -1. This is where the recruiter's eyes will be for the majority of time. Try including the most relevant information here.
11. Take clues from the job description. Try to demonstrate skills and work experiences that are transferable to these requirements.
12. Make the most of the skills, interests and work experience sections. Skills, especially, can be obtained from any unlikely areas, including participation in local sports team or volunteering for charity orgs. Even the interest section should be written in a manner that makes you seem like an interesting personality.
13. Last, but not the least, keep refreshing updating your CV after some time. There might even be some voluntary work you have done recently; make sure it goes on there as employers get impressed with candidates who make efforts to keep enriching their skills and talents.

Template for CV

Curriculum Vitae or Your Name

Personal Details

Name, address, email, phone

Date and place of birth

Nationality

Objective- To obtain a position at ABC where my educational qualifications, marketing and management skills, and training experience will be utilized to the highest extent.

Education

Mention all degrees and give the name of grad school, date of completion, as well as a brief description of majors, minors etc. Give a topic of thesis etc.

Work Experience

In reverse chronological order starting with most current job title, mention all your experience including company name, positions you held and date/month/year of job. Give a brief account of your roles and responsibilities.

Emphasize any relevant job experience that will come in handy for the post you are applying. Make sure there is no gap in your work history.

Computer and languages

Mention any additional computer skills or languages you know. Mention the level of fluency such as native, basic, intermediate, fluent etc.

Activities/Hobbies/Interests

What are your hobbies and have you been active in organizations? Have you volunteered anywhere?

Special skills

Mention any awards, publications, military service etc.

Reference

Put down the details of the referee such as name, email and contact number etc. in case a professor is willing to speak on your behalf.

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