

The background is a solid blue color. At the top, there are several wavy, horizontal lines in shades of blue and green, creating a layered, water-like effect.

How To Write a CV

What is a CV/Resume?

- Resume: Origin: French Word *resume* meaning "to summarize"
- CV: Curriculum (course) Vitae (Life) Origin: Latin
- Purpose: to persuade the prospective employer for a personal interview
- Serves to provide a summary of your qualifications
- Emphasizes your *skills* and *accomplishments*
- Convince prospective employer that you are well suited to succeed in performing the responsibilities

Difference between CV and Resume

- CV is longer (2 or more pages) and more detailed synopsis of your background and skills.
- CV includes a summary of your educational and academic backgrounds as well as **teaching and research experience, publications, presentations, awards, honors, affiliations** and other details

Before You Start

DO...

- Be brief, clear and concise
- Stress your accomplishments and skills, as well as experience
- Be neat and organized; direct the reader's eye with format
- Use bold type to emphasize certain elements;
- Be consistent on format and tenses
- Concentrate on positives
- Use ***action*** words to describe your accomplishments
- Proofread carefully
- Use high quality matching paper

DO NOT...

- Use the pronoun "I"
- Use a font size smaller than 10
- Include personal information such as health, age, place of birth, etc
- State salary requirements
- Use nicknames
- Include names and addresses of past supervisors
- Include any information that you cannot supply documentation or explain

Part of CV

- **Heading**
- **Initial section of your cv details**
 - **Who you are**
 - Do not use nicknames
 - **How the employer can reach you**
 - Name, address, phone number, email (professional)
 - Current and Permanent if applicable
 - Use area codes and zip codes



Career Objective

- **A clear Statement of Your Intentions**
 - Some employers like to see a clear goal or purpose
 - Tailor to the job, examples:
 - To obtain a position as a management trainee or entry level buyer
 - To secure a full time teaching position at the school/university level.

Education

- **Content and format**

This section includes.....

- Schools you have attended, including universities, community colleges, technical schools, etc.
- Location of school(s)
- Date of graduation, actual or anticipated
- Degree(s) earned or pursued
- Grade Point Average (GPA)

- **Placement**

- **Recently graduated students place it after objective**
- **Graduated a year or more, place after experience**

Experience

- **Experience relevant to your objective**
 - Full or part-time employment, internships, practicum
 - Also be sure to list volunteer work, community committee work, advisory board positions; it indicates work ethic, knowledge, conscientiousness

This section includes....

- Company or organization and location (city, state)
- Position title
- Dates of employment or involvement
- Descriptions of responsibilities, duties, achievements, etc.
- **Important to use action words**
 - Good descriptions are vital to convey your experience
 - Keep your tense consistent; present tense if you are currently active in the experience and past tense for all other past experiences
 - Use the action word list provided for ideas



Skills

- Summary of special skills
 - **Computer skills, language skills, customer service, leadership**
 - **Be Specific! Example:**
 - **Proficient in writing and speaking Spanish**
Skilled in the use of MS Word, MS Excel, MS Access
- Listening skills is optional

Achievements/Activities/ Honors/ Awards

- **Emphasize significant outside of work**
 - This section includes....
 - Awards, grants, prizes, and special honors
 - Memberships in professional clubs and organization
 - Volunteer activities
 - Hobbies

References

- Do not include in body of your CV
- Choose three to five people
 - Past supervisors or employers
 - People who know you
 - Request their permission first
 - Confirm their contact information
- Not usually sent with resume and cover letter unless specified
- Can write at end "*References Available Upon Request*"



A few things to remember...

- There is really **no ONE right way** to write a resume—everyone is unique. There is room to “be yourself.”
- **Proofread** your resume very carefully for grammar, punctuation, and spelling. You do not want ANY mistakes in your resume. Have someone review your resume for mistakes and use spell check!
- Get **feedback** from other people. Make sure that your resume looks good, is easy to understand, and says what you want it to say!

Cover Letter

- Always send a cover letter with when submitting a resume to an employer
- Should be clear, concise, and detailed
- Explain why you are interested in the position
 - Highlight your abilities and how they match those of the position
- Proof read for any grammatical mistakes, this is often your first impression!

Your Street Address
City, State, ZIP

(Sample Cover Letter Outline)

Today's Date

Ms. Ann James
Vice President, Marketing
Wiggetts, Inc.
123 Grand Avenue
Houston, TX 70890

Dear Ms. James:

The **opening paragraph** should revolve around the interest of the employer. State **why** you are writing (i.e. in response to an advertisement referral from a contact, knowledge of position opening, etc.). If you have been referred by an individual, be sure to mention that person's name here. You should also give the title of the position for which you are applying.

The **middle paragraph** should create a desire on the part of the employer to know more about you. Point out several key accomplishments from your resume that pertain to the job description, and highlight qualifications that would make you a good candidate for **this** position. Be careful not to repeat your resume verbatim, but refer the reader to important points of interest.

This paragraph requires some homework. You want to explain why you want to work for **this** specific organization. If you are not familiar with the organization, use the library or the Internet to do some research. You might even want to call or stop by the employer's location to request informational materials. Most employers are impressed by the fact that you would care enough to gather information before applying for a position.

The **closing paragraph** should pave the way for the interview by stating your availability for an interview and the most effective way to contact you (email and phone including hours). Also, be sure to thank the reader for the attention and consideration he or she is giving to your resume.

Sincerely,

(sign here)

Roberta A. Jones

Enclosure (You are noting that you have enclosed your resume.)