

Lecture 03: Writing a professional CV

What is a CV?

CV (Curriculum Vitae) is a professional document that details an individual's professional and academic background. In general, a CV is used to apply for jobs, so it is important to structure it in a way that best displays your accomplishments and experiences.

CVs are fluid meaning that you can opt for any format; however, they need to look aesthetically pleasing and skimmable. Moreover, CVs should be updated regularly and often.

CV vs Resume

Although both terms CV and resume are used interchangeably, they are different in two main ways. The CV presents a full history of your academic credentials, so the length of the document is variable. In contrast, a resume presents a concise picture of your skills and qualifications for a specific position, so length tends to be shorter and dictated by years of experience (generally 1-2 pages)

CV	Resume
<ul style="list-style-type: none">• Emphasizes academic accomplishments• used when applying for positions in academia, fellowships and grants• Length depends upon experience and includes a complete list of publications, posters, and presentations• Always begins with education and can include name of advisor and dissertation title or summary (see examples). Also used for merit/tenure review and sabbatical leave	<ul style="list-style-type: none">• Emphasize skills• Used when applying for a position in industry, non-profit, and public sector• Is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job• After 1 year of industry experience, lead with work experience and place education section at the or near the end, depending upon qualifications•

CV format and sections

Contact information:

Contains: Full name (big and bold), Professional title, Email address, Phone number, LinkedIn profile and Home address.

Personal statement:

Also known as "profile" or summary. This section allows you to talk about yourself in no more than 100 words

The personal statement should answer the following questions

- who you are
- what you can offer
- your career aims.

Consider the voice you'd like to use. Personal statements can be written in either the first or third person but you will need to maintain this voice throughout - do not switch between the two.

Education:

List your degrees using descending or ascending chronological order (should be consistent). For each entry, include degree type, field of study, school, location, and graduation date. You can decide, based on relevance.

Experience

List the company or organization, job title and dates employed starting with your most recent job. List your job duties, experience gained and achievements. Start each bullet point with an action verb to demonstrate your responsibilities.

When talking about your key achievements, use the XYZ formula (what you've accomplished (X) + the qualitative results (Y) + the skills or experience you utilized to achieve the outcome (Z))

For example:

Increased performance by 5% by spearheading warehouse-wide upgrade of computer systems from OS 3.5 to OS 4.1

Skills

Make sure the skills mentioned are relevant to the job title. You can also mention some soft skills that may be suitable with the job, and you can rate those skills as well.

Publications

Include relevant publications and presentations

Include relevant citations of presentations, papers, studies, books or other publications important to your professional history. For publications, include authors, date published, summary, volume, page and DOI number. For presentations, include the title, date and location of presentation.

For example:

Book

Gonzaga, Joseph. "The Business of Affordable Housing." Princeton, NJ: Princeton University Press (forthcoming)

Professional training

List special types of training you have received that demonstrates your commitment to learning a skill that is important to the job description. For each entry, include the name of the training, name of the organization that conducted the training, location, and date. Attendance at general conferences is usually not included.

Professional affiliation

This should include the name of the organization, geographic location or chapter and dates of active membership.

For example:

Memberships and Affiliations

National Society of Black Engineers (2015–Present)

German Association of Women Engineers (2016–Present)

Optional sections

Awards

List your honors using descending or ascending chronological order (just be consistent). For each entry, include the name of the award, the granting institution/organization, and the date awarded. Additionally, consider adding a one-line description of the award to help others understand its significance (e.g. One of three awarded each academic year, Selected from 1000 applicants for innovative teaching, etc.). If you have received research grants, you can include them here or in your “Research Experience” category. If you have won multiple awards, consider dividing this section into subcategories such as research, teaching, and academic achievement. List memberships in honorary societies in this section as well.

Languages

List your foreign language competencies, including the name of the language and some indication of your fluency.

Hobbies

Try and keep this section of your CV interesting, if you use it. Include unusual hobbies, ones that add to your suitability for the role. Try to avoid common hobbies and interests, such as reading, walking, etc.

References

List your references on the last page of your CV by themselves. List your references in order of importance. For each reference, include name, title, organization, mailing address, phone number, fax number, and email address. Also, consider including a statement that describes your relationship with these individuals

PS: At a minimum, you’ll want to include the following sections on your tech resume:

Name and contact information, Personal summary, Work experience, Education and Relevant skills

CV Dos and don’ts

Dos	Don’ts
Pick a tech resume format that highlights your experience and is appropriate for the job.	Don’t use confusing format or change font or color between sections.
Add links to your professional profiles.	Don’t write a lengthy summary
Write a good summary to leave an impression.	Don’t use emotive language when describing your responsibilities or skills.
Clearly state your background, your main strengths and your future goals in the summary.	In the education section, Don’t state your certificates randomly.
Look up the job responsibilities and include those that are compatible with yours and use them in your resume/CV.	In the experience section, don’t state your previous occupations randomly.
	Don’t amplify your skills, certificates or experience with irrelevant, or unrealistic statements.

<p>In the experience section, write few responsibilities that you took while working in your previous jobs.</p> <p>In the education section, write the main modules that you took, which contributed to your skill improvement.</p> <p>Include only the skills that you can talk about later in the interview.</p> <p>Be honest about your information in your CV/resume</p> <p>You can mention key achievements in your previous job, while doing it use percentages and numbers to measure your impact.</p>	<p>Don't include irrelevant information to the job.</p>
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Task:

Write you own CV