

Al-Farabi Kazakh National University

# **How to Write a Resume - Basic Steps**

F.A.Iskakova

Department of Epidemiology, Biostatistics and Evidence-Based Medicine  
2020

# Resume

## **How to Write a Resume - Basic Steps**

Pick the Right Resume Format & Layout

Mention Your Personal Details & Contact Information

Use a Resume Summary or Objective

List Your Work Experience & Achievements

Mention Your Top Soft & Hard Skills

(Optional) Include Additional Resume Sections - Languages, Hobbies, etc.

Tailor Your Information For the Job Ad

Craft a Convincing Cover Letter

Proofread Your Resume and Cover Letter

te Your Contact Information

and a Professional Title  
Summary / Objective

te Your Work Experience  
Achievements

ention your top  
hard skills

clude Additional Sections

anguages, Certificates,  
er, etc.)

Tailor your information

Copenhagen, Denmark  
linkedin.com/in/robertjohnson

Marketing professional with proven experience in planning and coordinating marketing policies and program, such as determining the demand for products and services offered by a firm and its competitors in order to identify new potential customers. Strong expertise in developing pricing strategies with the goal of maximizing profits.

### WORK EXPERIENCE

#### Digital Marketing Manager Astoria Baumax

06/2017 - Present New York

- Created a new format for reporting and presenting the sales, customer engagement and Google Ads reports that shortened the number of meetings by 30% during the last 3 quarters.
- Updated and monitored the Bid Strategy in Google Ads and Bing Ads which resulted in a CTR increase by 3.2% in the first month.
- Redesigned and conducted keyword research for updating the product pages on the online shop which increased the organic keywords in Top 100 by 5.600 and in Top 10 by 315 for high-volume searches (over 10.000 monthly clicks).
- Located and proposed new potential business partnerships (B2B) by contacting potential partners and attending networking events which resulted in 3 new strategic partnerships.

#### Marketing Assistant Riot Games

02/2015 - 05/2017

- Assisted with the creation of press releases and new blog posts.
- Compiled and distributed successfully the financial and statistical information, such as spreadsheets for the best performing games.
- Conducted primary research with users playing the most downloaded games.

#### Marketing Intern Riot Games

Skills: <https://novoresume.com/career-blog/how-to-write-a-resume-guide>

- Teamwork
- Leadership
- Flexibility
- Time Management
- Empathy
- Problem Solving

### MARKETING SKILLS

#### SEO

Ahrefs, Semrush and Link-building Techniques

#### Google

Ads, Analytics and Tag Manager

#### Email Marketing

ActiveCampaign, Litmus and SendGrid

#### CMS

WordPress, Joomla and Ghost

### LANGUAGES

- English
- Spanish
- French

### CERTIFICATES

SEMrush Content Marketing Toolkit Course (2019)

Google Analytics Individual Qualification (2018)

SEM Digital Marketing Certification

# How to write a Resume

Choose the right Resume Template

1. Write Your Contact Information
2. Add a Professional Title and Summary / Objective
3. List Your Work Experience and Achievements
4. Mention your top soft & hard skills
5. Include Additional Sections (e.g.: Languages, Certificates, Volunteer, etc.)
6. Tailor your information to the job ad
7. Proofread Before Applying for Jobs

**Robert Johnson**  
Digital Marketing Specialist

robert@novoresume.com  
044 412 2019  
Copenhagen, Denmark  
linkedin.com/in/robert.johnson

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*Was offered a marketing assistant job after completion of the internship.*

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**MS in International Marketing and Management**  
University of Chicago  
06/2014 – 06/2016

### SKILLS

Teamwork Leadership Flexibility  
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Problem Solving

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### INTERESTS

Video Games Music  
Renewable Energy Artificial Intelligence

# V.S.

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044 412 2019

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# The 3 resume formats are:

1) **Reverse chronological resume format** (90%) - This is the most popular resume format and is ideal for people with plenty of work experience that is relevant to the position they're interested in.

2) ***Functional/skills-based resume format*** – If you lack relevant work experience because you are a student/recent graduate, or you are looking to make a career change, the skills-based format is a better choice.

3) ***Combination resume format*** – The combination resume is a great choice for job-seekers with a very diverse skill-set. It's useful if you're applying for a role that requires expertise in 3-4 different fields, and you want to show all that in your resume. Say, for example, you're applying for a senior management role, and the requirements are expertise in Management, Sales, and Software Development.

# Reverse chronological resume format

## Reverse chronological order

This means that your latest work experience is listed first.

This is the most popular resume format and is ideal for people with plenty of work experience that is relevant to the position they're interested in.

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# Resume Layout Must-Haves

1. **One page in length.** You should only go for 2 pages if you really, really believe that it'll add significant value. HR managers in big firms get around 1,000+ resumes per month. They're not going to spend their valuable time reading your life story!

2. **Clear section headings.** Pick a heading (H2, for example) and use it for all the section headers.

3. **Ample white-space,** especially around the margins.

4. **Easy-to-read font.** We'd recommend sticking to what stands out, but not too much. **Do:** Ubuntu, Roboto, Overpass, etc. **Don't** (ever): Comic Sans

5. **Pick the right font size.** As a rule of thumb, go for 11 - 12 pt for normal text, and 14 - 16 pt for section titles.

6. As a rule of thumb, **save your resume as PDF.** Word is a popular alternative, but it has a good chance of messing up your resume formatting.

One more thing you need to consider in terms of resume layout is whether you're going for a traditional-looking resume or something a bit more modern:

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🌱 Renewable Energy 🧠 Artificial Intelligence

# Resume Content - What to Mention on Your Resume

Now that we've got the basics out of the way, let's dive into the essentials of how to write a resume.

The [most popular sections for a resume](#) are:

- Contact Information
- Professional Resume Summary or Objective
- Work Experience (and Achievements)
- Education
- Skills
- Optional Sections - Languages, Publications, Hobbies, etc.

## Contact Information

- The most **critical** section in your resume is the “contact information.”
- Even if you get **everything else** right, you're not going to go far if the HR manager can't get in touch with you because you misspelled your email.
- Make sure to double-check, and even triple-check your contact information section and make sure everything is correct and up-to-date.

# Contact Information to be Included in a Resume

## Must-have Information

- **First Name / Last Name**
- **Phone Number.**
- **Email Address.**
- **Location** - are you located in the area, or will the company have to sponsor relocation?

## Optional Information

- **Title** - Your professional title. It can be your position, word-for-word, or your desired job. Think “Digital Marketing Specialist” or “Junior Data Scientist.”
- **LinkedIn URL** - If you have an up-to-date profile that can add value to your application, make sure to include the link.
- **Social Media** - Do you have a published portfolio online? For developers, this would be your GitHub, for a designer Behance or Dribbble and for a writer, it could be your personal blog.
- **Website / Blog** - Do you have an online presence? Maybe a blog that positions you as an expert in your field? If you do, make sure to mention it!

## What NOT to Include in the Contact Info Section

- **Date of Birth** (*unless specifically required in the job ad*) - The HR manager doesn't need to know how old you are. It's not important for their decision-making, and at worst, it might lead to discrimination based on age.
- **Unprofessional Email Address** - **Do:** name.lastname@gmail.com **Don't:** player69@gmail.com
- **Headshot** - The HR manager doesn't need to know what you look like in order to evaluate your application, so there's no real need to include it.

# Example of contact information

**Robert Johnson**

Digital Marketing Specialist

robert@novoresume.com 

044 412 2019 

Copenhagen, Denmark 

[linkedin.com/in/robert.johnson](https://www.linkedin.com/in/robert.johnson) 

# Resume Summary or Objective

It's not a secret for anyone that first impressions matter, whether they're in your personal life, or your career.

If you leave a bad first impression, chances are, it's there to stay. After all, it's very hard to change someone's opinion of you.

The same applies to your job search - the HR manager spends around 6 seconds scanning each resume. Yep, your carefully-worded, hand-crafted resume only gets 6 seconds of attention. Unless, of course, you manage to leave an amazing first impression.

The way you accomplish this is through either a good resume summary or objective. Both are placed at the top of your resume, right around the contact information section:

# What's a Resume Summary & When to Use it

A resume summary is a 2-3 sentence summary of your career. You should use a resume summary in basically any situation, unless you're a recent university graduate or switching careers (in that case, you use a resume objective. More on that later!).

In your resume summary, you need to mention:

1. Your job and years of experience. E.g.: *Customer support representative with 5+ years of experience in the IT industry.*
2. 1 or 2 top achievements (or core responsibilities). E.g.: *Specialized in technical support, customer care, and user retention.*
3. Desired goal (generally, passion for working at a specific company).  
E.g.: *Looking for new opportunities as a support lead for a SaaS company.*

And here's how the resume summary looks on a resume:

# Robert Johnson

## Digital Marketing Specialist

robert@novoresume.com ✉

044 412 2019 📞

Copenhagen, Denmark 📍

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Marketing professional with proven experience in planning and coordinating marketing policies and program, such as determining the demand for products and services offered by a firm and its competitors in order to identify new potential customers. Strong expertise in developing pricing strategies with the goal of maximizing profits.

## WORK EXPERIENCE

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06/2017 – Present

New York

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### Marketing Assistant

## SKILLS

Teamwork

Leadership

Flexibility

Time Management

Empathy

Problem Solving

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Ahrefs, Semrush and Link-building Techniques

### Google

Ads, Analytics and Tag Manager

### Email Marketing

ActiveCampaign, Litmus and SendGrid

### CMS

WordPress, Joomla and Ghost

## LANGUAGES

## How to List Work Experience in a Resume

The standard format for your work experience is as follows:

- **Job Title/Position** - Your job title goes on top of each work experience entry. When the HR manager scans your resume, you want them to know, at a glance, that you have relevant work experience for the job.
- **Company Name / Location / Description** - Then, you mention the name of the relevant employer, as well as the location of the office you work/have worked in. In some cases, you may also want to briefly describe the company, if the organization is not a famous household name.
- **Achievements and Responsibilities** - This is the core of each work experience entry. Depending on your field, you want to list either your achievements or responsibilities. We'll get more into the how's and why's of this in a bit.
- **Dates Employed** - The timeframe of your employment in each company. Not sure about the exact dates you worked somewhere? Don't worry - you don't have to be accurate by the day, as long as it's close. The standard format expected by recruiters and employers is **mm/yyyy** (this is especially important when your job application will be parsed by an Applicant Tracking System).

# What's a Resume Objective & When to Use it

A [resume objective](#) is, in a nutshell, the goal of your resume. It communicates your motivation for getting into a new field. As with a resume summary, a resume objective should be around 2-3 sentences.

As we've mentioned before, a resume objective is the go-to for anyone that either has no work experience or is going through a career change.

## Formula to Create Your Resume Objective:

(1) [SKILL/EDUCATION/CERTIFICATION RELEVANT TO THE JOB WITH JOB TITLE].

Looking to apply my (2) [years/months of EXPERIENCE RELEVANT TO THE JOB DESCRIPTION] at [COMPANY YOU ARE APPLYING TO]

to help (3) [TYPE OF RESPONSIBILITIES YOU WILL HELP OUT WITH SUCCESSFULLY].

## Examples of Resume Objectives

1) So, here's how that would look like if you're a student:

- *“Hard-working recent graduate with a B.A. in Graphic Design from New York State University seeking new opportunities. 3+ years of practical experience working with Adobe Illustrator and Photoshop, creating illustrations & designing UX / UI. Looking to grow as a designer, as well as perfect my art, at the XYZ Design Studio.”*

2) Or, on the other hand, if you're going through a career change:

- *“IT project manager with 5+ years of experience in software development. Managed a team of developers to create products for several industries, such as FinTech and HR tech. Looking to leverage my experience in managing outsourced products as a Product Owner at XYZ.”*

## WORK EXPERIENCE

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### Digital Marketing Manager

Airfield Baumax

*06/2015 - Present*

*London, UK*

#### *Achievements/Tasks*

- Created a new format for reporting and presenting the sales, customer engagement and Google AdWords reports that shortened the meetings by 30%.
- Updated and monitored the Bid Strategy in Google AdWords campaigns and increased the CTR (click-through rate) by 4% in the first month.
- Redesigned and researched keywords for updating the product pages on the online shop which increased the keywords in Top 100 by 565 and in Top 10 by 24.
- Located and proposed new potential business deals (B2B) by contacting potential partners.

*Contact: Clark Jefferson - [clark@airfieldmax.co.uk](mailto:clark@airfieldmax.co.uk)*

### Marketing & Sales Assistant

IKEA

*09/2013 - 05/2015*

*Copenhagen, Denmark*

#### *Achievements/Tasks*

- Assisted in the creation of press releases and new catalogues.
- Compiled and distributed successfully financial and statistical information, such as budget spreadsheets for the new campaigns.
- Conducted primary research into the most popular sold items and discovered new customer behavior patterns that will be implemented in the next marketing strategy.

*Contact: Esben Gabriel - [esben.gabriel@ikea.dk](mailto:esben.gabriel@ikea.dk)*

# List Achievements When Possible

One of the most common resume mistakes is listing only responsibilities in your work experience section.

Here's the thing - in most cases, the hiring manager knows what, exactly, your responsibilities were. Let's say you're a sales manager, for example. Your responsibilities would be:

- Reach out to potential clients over the phone or email.
- Maintain relationships with existing company clients and upsell relevant products.
- Tracking and reporting on leads in CRM.

Coincidentally, this is exactly the same list of responsibilities for every sales manager. 90% of all other resumes probably mention just about the same thing.

## Digital Marketing Manager, XYZ. Inc - GmbH

Apple



Apply Now



Save

Job

Company

Rating

Salary

Reviews

Why Work For Us

Benefits

- 5+ years of experience in online marketing
- Deep understanding of current performance marketing tools, strategies and trends, and be able to lead integrated digital marketing campaigns from concept to execution
- Social media marketing experience, with good knowledge of Facebook advertising
- Excellent interpersonal skills with the ability to build strong ties to partners and stakeholders across multiple countries, both internally and externally
- B.A. in Marketing or Business Administration (or related field)
- Experience managing USD 20,000+ monthly advertising budget on Facebook
- Fluent language skills in German & English (verbal & written)
- This role is based in Berlin, Germany

### Description

This position is responsible for managing all aspects of XYZ. Inc Music marketing, working closely with our business, editorial, and international marketing teams, as well as agency partners.

You will be responsible for delivering XYZ. Inc Music marketing initiatives in Germany, Switzerland and Austria with a strong focus on digital marketing channels.

## How to List Education on Your Resume

The next section we're going to cover is your Education. Let's start with the basics - how to format the education section & what to mention there. Then, we'll move on to tips & tricks that'll help you stand out...

- **Program Name.** E.g.: *"B.A. in Business Administration"*
- **University Name.** E.g.: *"New York State University"*
- **Years Attended.** E.g.: *"08/2008 - 06/2012"*
- **(Optional) GPA.** E.g.: *"3.9 GPA"*
- **(Optional) Honors.** E.g.: *Cum Laude, Magna Cum Laude, Summa Cum Laude.*
- **(Optional) Academic achievements.** Any interesting papers you've written, courses you've excelled in, etc.
- **(Optional) Minor.** *"Minor in Psychology"*

Here's an example:

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- **(Optional) Academic achievements.** Any interesting papers you've written, courses you've excelled in, etc.
- **(Optional) Minor.** *"Minor in Psyc*

## Example

### EDUCATION

#### **MSc Space Syntax: Architecture and Cities** Bartlett School of Architecture (UCL)

*08/2014 - 06/2016*

*(UCL Architecture Department Excellence Award Winner)*

- Spatial Dynamics and Computation
- Architectural Phenomena
- Buildings, Organisations and Networks
- Design as a Knowledge-Based Process

# How to write about your skills?

- **Emphasize Your Know-How with the Skills Section**

- Another must-have section in your resume is the **“Skills”** section. Here, you want to mention all your know-how that makes you the perfect candidate for the job.

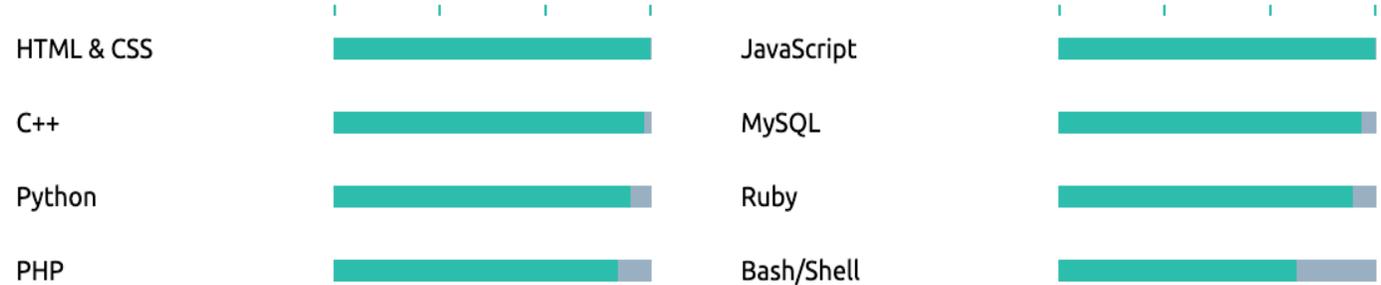
- There are 2 types of skills you can include when writing your resume:

- **Hard Skills** (Measurable abilities). This can be anything from coding in Python to knowing how to cook Thai cuisine.

- **Soft Skills** (Personal skills). These are a mix of social skills, communication skills, personal traits, career attributes, and so on. Leadership, critical thinking, management, and communication, just to name a few.

- A good resume should cover both.

## TECHNICAL SKILLS



## SOFT SKILLS

Verbal and Written Communication

Teamwork

Leadership

Time Management

Flexibility

Patience

**Beginner** - some experience with the skill, whether it's from some entry-level practice or classroom education.

**Intermediate** - the skill in a work environment with a good level of understanding.

**Advanced** - the go-to person for the skill in your office; a coach other employees, and understand the skill on a high level.

**Expert** - You're the go-to person for advice about the skill, not just in your office, but even amongst some of the best professionals in your field.

**Step #3** - Include Some Universal Skills - “Universal Skills” are the type of skills useful for almost any job out there.

- These are both soft skills (leadership, teamwork, critical thinking, etc.) and hard skills (Excel, Powerpoint, Photoshop, writing, etc.).
- Whatever job you’re applying to, chances are, these skills will in one way or another come in handy, so feel free to include them, even if they’re not specifically required for the position.
- **Languages: native, fluent, proficient, intermediate, basic**
- **Hobbies & Interests**
- **Volunteering Experience**
- **Certifications & Awards**
- **Publications**
- **Projects**

# Free Checklist for Resume Writing

Does your contact information section have all the must-have information?

Is your contact email professional? E.g.: *firstname+lastname@email.com*

Are you using the right resume format?

Is your resume 1-2 pages?

Did you include all the must-have sections in your resume?

Did you list only the most relevant work experiences?

Did you list achievements instead of responsibilities?

Did you tailor your resume to the job ad you're applying for?

Did you mention the right amount of work experience in your resume?

Did you list your education in your resume?

Did you list all the right skills for the position you're applying for?

Did you add any other important resume sections?

And finally, did you proof-read your resume? We'd recommend asking a friend or using software like Grammarly.

# examples

**Robert Johnson**  
Digital Marketing Specialist

Marketing professional with proven experience in planning and coordinating marketing policies and program, such as determining the demand for products and services offered by a firm and its competitors in order to identify new potential customers. Strong expertise in developing pricing strategies with the goal of maximizing profits.

robert@novoresume.com 044 412 2019 Copenhagen, Denmark linkedin.com/in/robertjohnson

### WORK EXPERIENCE

**Digital Marketing Manager**  
Astoria Baumax  
06/2017 - Present

- Created a new format for reporting and presenting the sales, customer engagement and Google Ads reports that shortened the number of meetings by 30% during the last 3 quarters.
- Updated and monitored the Bid Strategy in Google Ads and Bing Ads which resulted in a CTR increase by 3.2% in the first month.
- Redesigned and conducted keyword research for updating the product pages on the online shop which increased the organic keywords in Top 100 by 5,600 and in Top 10 by 315 for high-volume searches (over 10,000 monthly clicks).
- Located and proposed new potential business partnerships (B2B) by contacting potential partners and attending networking events which resulted in 3 new strategic partnerships.

**Marketing Assistant**  
Riot Games  
02/2015 - 05/2017

- Assisted with the creation of press releases and new blog posts.
- Compiled and distributed successfully the financial and statistical information, such as spreadsheets for the best performing games.
- Conducted primary research with users playing the most downloaded games.

**Marketing Intern**  
Riot Games  
08/2014 - 01/2015

Was offered a marketing assistant job after completion of the internship.

### EDUCATION

**MS in International Marketing and Management**  
University of Chicago  
06/2014 - 06/2016

### SKILLS

Teamwork Leadership Flexibility  
Time Management Empathy  
Problem Solving

### MARKETING SKILLS

**SEO**  
Ahrefs, Semrush and Link-building Techniques

**Google Ads, Analytics and Tag Manager**

**Email Marketing**  
ActiveCampaign, Litmus and SendGrid

**CMS**  
WordPress, Joomla and Ghost

### LANGUAGES

English ██████████  
Spanish ██████████  
French ██████████

### CERTIFICATES

SEMrush Content Marketing Toolkit Course (2019)

Google Analytics Individual Qualification (2018)

PCM - Digital Management Certification (2018)

### INTERESTS

Video Games Music  
Renewable Energy Artificial Intelligence

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### SKILLS

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Time Management Empathy  
Problem Solving

# A Convincing Cover Letter

- Every job application consists of 2 parts - the resume and the cover letter.

## Here's a format you could follow:

- **Introduce yourself (and leave an impression)** - As a start, give a brief run-down on your work experience and mention why you're interested in working for the company you're applying for. You can also mention 1-2 of your top professional achievements to leave a good first impression.
- **Explain how you'd excel at the job** - Identify the top 3 requirements in the job ad. Then, dedicate one paragraph to explaining how you fulfil each requirement. So for example, if the requirement is "Facebook Advertising Experience," mention how you have done Facebook ads in the past and how you've excelled at it.
- **Wrap it up and say thanks** - Thank the reader for reading your cover letter and propose the next steps. For example, "If you'd like to know more about my experience with Project XYZ, I'd love to chat!"

**John Doe**  
Marketing Student

To:

**Doris Johnson**  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Auckland, New Zealand  
*05 January, 2019*

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at [john.doe@gmail.com](mailto:john.doe@gmail.com).

Thank you for your consideration.

Sincerely,  
John Doe

[john.doe@gmail.com](mailto:john.doe@gmail.com) 

416-821-9879 

Auckland, New Zealand 

[linkedin.com/in/john.doe](https://www.linkedin.com/in/john.doe) 

john.doe 

[5+ cover letter examples.](#)

# references

1. How to write a resume

<https://novoresume.com/career-blog/how-to-write-a-resume-guide>

# How to Write a Curriculum Vitae (CV) for a Job Application

## Here's how to write a CV:

1. Make sure you know when to use a CV
2. Pick the best CV format
3. Add your contact information the right way
4. Start with a CV personal profile (CV summary or CV objective)
5. List your relevant work experience & key achievements
6. Build your CV education section correctly
7. Put relevant skills that fit the job opening
8. Include additional CV sections to impress the recruiter
9. Organize this all on a professional CV template
10. Complement your CV with a cover letter

# Curriculum Vitae Meaning

- A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history
- In the US, Canada, and Australia, a CV is a document you use for academic purposes.
- The US [academic CV](#) outlines every detail of your scholarly career.
- In other countries, CV is an equivalent of an American *resume*.
- You may be asked to submit a CV when applying for jobs in academia or a job outside the US.

# CVs typically include information like:

- Work experience
- Achievements and awards
- Scholarships or grants you've earned
- Academic coursework
- Research projects
- Publications of your work

# Sample CV Format

- 1.CV Header with Contact Information
- 2.Personal Profile: CV Objective or CV Summary
- 3.Work Experience
- 4.Education
- 5.Skills
- 6.Additional Sections

# The gold CV formatting rules

## 1. Choose clear, legible fonts

- Go for one of the standard [CV typefaces](#): Arial, Tahoma, or Helvetica if you prefer sans-serif fonts, and Times New Roman or Bookman Old Style if serif fonts are your usual pick.
- Use 11 to 12 pt font size and single spacing. For your name and section titles, pick 14 to 16 pt font size.

## 2. Be consistent with your CV layout

- Set one-inch margins for all four sides.
- Make sure your CV headings are uniform—make them larger and in bold but go easy on italics and underlining.
- Stick to a single dates format on your CV: for example 11-2017, or November 2017.

# The gold CV formatting rules

## **3. Don't cram your CV with gimmicky graphics**

- Less is more.
- White space is your friend—recruiters need some breathing room!
- Plus, most of the time, after you send out your CV, it's going to be printed in black ink on white paper. Too many graphics might make it illegible.

## **4. Get photos off of your CV**

- Unless you're explicitly asked to include your photograph in the job ad.
- If so—make sure to use a professional looking picture, but not as stiff as an ID photo.

# The gold CV formatting rules

## 5. Make your CV brief and relevant

Don't be one of those candidates stuck in the nineties who think they have to include every single detail about their lives on their CVs.

Hiring, nowadays, is one hell of a hectic business. Nobody's got the time to care for what high school you've attended or to read 10+ bullet point descriptions of past jobs. We'll get to that later on.

**Pro Tip:** *Once you've finished writing, save your CV in PDF to make sure your CV layout stays intact. But pay close attention to the job description. Some employers won't accept a PDF CV. If such is the case, send your CV in Word.*

# How to Format a CV?

1. Set one-inch margins on all sides.
2. Use 1.0 or 1.15 line spacing.
3. Pick a [good font for a CV](#) and stick to it on the whole document.
4. Create a [professional CV header format](#) for your contact details.
5. Divide your CV into legible sections: Contact Information, Personal Statement, Work Experience, Education, Skills, Additional Information.
6. Make section headings slightly larger than the rest of the contents.
7. Add a blank line before and after each heading.
8. [Save your CV in PDF](#) to keep your formatting intact.

# The Structure of a Standard Chronological CV Template

## 1. Contact Information

- Full name
- Professional title
- Email address
- Phone number
- LinkedIn profile
- Home address

## 2. Personal Statement (Summary or Objective)

- If a CV personal statement is a brief (100 words tops), snappy paragraph at the top of your CV that provides an overview of your qualifications and skills. It works as a “trailer” for the rest of your CV. Fill it with keywords relevant to the job opening and explain why you’re the perfect candidate.
- If you have years of relevant experience, write your personal statement as a CV summary: highlight your best professional achievements.

# The Structure of a Standard Chronological CV Template

Not much experience yet? Go for a CV objective: summarise what skills you've mastered so far and how well you'd fit in.

Whichever one is right for you, don't focus it solely on what you want out of the job. Instead, emphasize what you have to offer. For instance:

*Dependable licensed NMC Registered Nurse trained to work in high-stress environments and stay calm under pressure. Seeking to leverage meticulous record-keeping and analytical skills to help St Francis Hospital with your upcoming challenges.*

### 3. Work Experience

- Start with your current or most recent job.
- Below, list your previous jobs chronologically descending.
- List: your job title, the name of the company, dates worked.
- Below each entry, add up to 5 bullet points explaining your responsibilities and achievements.
- Quantify whenever possible. Numbers pop!

## 4. Education

- Graduation year (if you're still studying, enter your expected graduation date)
- Degree
- Institution name
- Sub-honours (if applicable)

## 5. Skills

- Start with a spreadsheet with a master list of all the professional skills you've developed
- Read the job ad carefully and look for skill-related keywords.
- Those skills from your list that match the job description go on your CV.
- Instead of just listing skills in a separate skills section, mention them in your CV personal statement and in the work history section.

## 6. Additional Sections

- Industry awards
- Professional certifications
- Publications
- Professional affiliations
- Conferences attended
- Additional training

# Another type of CV

A skills-based CV format, also known as a “skills CV” or a “functional CV.”

# Skills Based CV Structure

1. Contact Information
2. CV Objective
3. Skills Summary
4. Work Experience
5. Education
6. Additional Skills

# Example skilled based CV

## Christopher P Hayward

3 Cotton Close, Sawtry, Huntingdon, Cambridgeshire PE28 5XU  
**Mobile:** 08715615868 **Email:** cph12@le.ac.uk

### Objective

A second year astro-physicist, with strong mathematical and problem solving skills, looking for a work experience opportunity in a physics laboratory environment.

### Relevant Skills

#### Technical Skills

- Proficient in using main Microsoft Office applications and number of specialised scientific packages.
- Currently learning to program in C++ and use web design software through self-study.
- Diligent, systematic approach and comfortable handling most physics laboratory and observation equipment.

#### Team Work

- Accustomed to working in groups during academic projects and range of club and society involvements.
- Worked effectively as part of the Residential Services team at the University of Leicester and had to be adaptable to meet the needs of the team.

#### Communication

- Confident verbal communication skills as demonstrated delivering presentations at university and subject-related conferences. Audiences ranged from small groups to numbers of up to 70 people.
- Achieved consistently good marks of 60% upwards for academic assignments and reports as evidence of my written communication skills.

#### Problem Solving

- Able to deal with problems calmly and efficiently as shown on a regular basis in my role as night porter. Careful to approach situations in a neutral non-personal manner, employ active listening skills and ask appropriate questions to get to the root of the problem. Proceeded to work with people to help identify options and agree the next course of action.

### Education

University of Leicester 2010 - present

**BSc Physics with Astrophysics** (currently on target to achieve a 2:1)

Incorporates problem-specific based learning to utilise analytical skills and instruction on a range of research techniques.

**Foundation Year** (71% - equivalent of 3 A's at A-Level) 2009 - 2010

<https://zety.com/blog/cv-format#structure>

# CV vs. Resume

- Resumes and CVs are not interchangeable
- A Resume is a shorter-form document that provides a concise overview of your previous roles, skills and details about your education in the United States and most of Europe
- A CV is typically a longer, more detailed document focused largely on academic coursework and research
- In India, South Africa and Australia, the terms CV and resume are interchangeable

# What is a CV?

- A CV is a detailed document sharing your
  - career history
  - education
  - awards
  - special honors
  - grants or scholarships
  - research or academic projects
  - publications
- A CV may also include
  - professional references
  - coursework
  - fieldwork
  - descriptions of research projects or dissertations
  - hobbies and interests
  - a personal profile that lists your skills and positive attributes
- Generally, a CV is chronological and starts with your educational experience

# What is a resume?

- A resume is a document that summarizes your **career history, skills** and **education**
- A resume may also list **relevant professional associations** or **volunteer work** and may include an **objective statement** that shares **your professional goals**
- The term resume originates from the French word *résumé*, which translates to “abstract” or “summary.”
- Often people list their professional experience on a resume in reverse-chronological order, starting with their current or most recent job
- If you are a recent graduate with little or no professional history, you would start with your education and then list any relevant internships or apprenticeships

# CV vs. resume: what are the differences

- **Length:** While most people strive to keep their resume as concise as possible, and ideally only one to two pages, a CV can run several pages in length. That's because a CV includes more information than a resume.

- **Experience / career type:** Often, CVs are used by people in academic roles. You may have a CV if you are currently applying to or have graduated from a masters or doctoral program, or if you work as a professor or researcher at an academic institution.

# CV vs. resume: what are the differences

- **Ability to customize:** A CV is a static document that does not change. You may add new information to a CV throughout your professional career, but the information will not change based on where you're applying. A resume, on the other hand, is often tailored to highlight specific skills or experience relevant to the position or industry.

- **Geography:** In other regions of the world, such as the UK, New Zealand and parts of Europe, employers use the term CV to describe both CV and resume-style documents and don't use the term "resume" at all. In South Africa, Australia and India, the terms CV and resume are often used interchangeably. But, in the US, a resume and CV are two distinctly different types of documents.

**CURRICULUM VITAE  
ACTIVITIES AND PUBLICATIONS**

K Rivet Amico, PhD  
Associate Professor  
University of Michigan  
Department of Health Behavior and Health Education

2830 School of Public Health  
3415 Washtenaw Heights  
Ann Arbor, Michigan 48109-2029  
T: 800 360 8716  
F: 734 763 7279  
[krivet@umich.edu](mailto:krivet@umich.edu)

(Updated May 2018)

K. Rivet Amico, PhD

PDF

**EDUCATION**

University of Albany, State University of New York  
Ph.D. in Counseling Psychology (APA approved)  
August, 1990

University of Delaware  
B.A. in Psychology with Distinction  
June, 1991 Magna Cum Laude

**EMPLOYMENT**

Research Associate Professor University of Michigan, School of Public Health, Department of Health Behavior  
Health Education (8/2004-12/31/2016)

Associate Professor University of Michigan, School of Public Health, Department of Health Behavior Health  
Education (1/1/2008- Present)

LLC, Applied Health Research (2009 – present)

**RESEARCH EXPERIENCE (past 30 years)**

01/18 – present School of Public Health, University of Michigan, Ann Arbor, MI.

Associate Professor with Tenure

Engaged in instruction and research with the Department of Health Behavior and Health Education. Develop and  
maintain active research program focused on health promotion in marginalized populations domestically and  
internationally.

08/14 – 1/18 School of Public Health, University of Michigan, Ann Arbor, MI.

Research Associate Professor

# References

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- [www.perfect-english](http://www.perfect-english.com)
- Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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