

An illustration of a desk with a brown background. In the top left, there are blue-rimmed glasses. In the top right, there is a spiral-bound notebook with a pencil resting on it. In the bottom right, there is a blue pen. In the bottom left, a hand is holding a blue pen over a document. The document has the text 'CURRICULUM VITAE' written on it. A small icon of a person in a suit is also visible on the left side of the document.

WRITING A CV



CURRICULUM VITAE

How to write a good CV

- During the job search process, employers usually ask for a **CV** as part of your application. Your CV must meet employer's expectations and highlight the most relevant information in your career. In order to coherently present your entire professional history, you need an outline structure that is easy to use and has a clear, logical progression for you to follow.
- In this lesson, we will learn how to write a CV with well-organized sections that you can modify to suit your needs.
- By the end of this lesson, you will have created your professional CV which will definitely be noticed by employers.

Let's discuss!

1. What is a CV?

A CV is an advertisement for yourself.

A *Curriculum Vitae*, often shortened to **CV**, is a Latin term meaning “course of life.” **A CV is a detailed professional document highlighting a person's experience and accomplishments.**

2. Why do you need it?

Employers often require a **CV** when considering applications.

3. How long should it be?

While there is **no length requirement** on a CV, most range from **three to ten pages** though some might be even longer. Generally, the more experience you have, the longer your CV will be.

Let's discuss!

4. What type of information should you include?

There are four main types of information:

- 1) **Contact information**
- 2) **Personal statement / Profile / Summary**
- 3) **Work experience**
- 4) **Education**
- 5) **Personal skills and competences.**
- 6) **Additional sections (targeted to your audience – awards, publications, certifications)**

Curriculum Vitae vs. Resume

While reading job postings, you may have noticed some employers ask for a **resume**, others ask for a ***Curriculum Vitae*** commonly referred to as a “**CV**” and a few may ask for a “**resume/ CV.**”

While both resumes and CVs are used in **job applications** (and some employers may use the terms interchangeably), these two documents have a few distinct differences.

	CV	RESUME
Abbreviation	A <i>Curriculum Vitae</i> , often shortened to CV , is a Latin term meaning “course of life.”	The term originates from the French word <i>résumé</i> , which translates to “abstract” or “summary.”
Definition	A CV is a comprehensive, in-depth document presenting your relevant academic and professional achievements that’s often used when applying for teaching or research positions	A resume is a concise summary of your academic and professional accomplishments that are most relevant to the job you’re applying for.
Length	No length restrictions, usually 3-10 pages	One to two pages
Content	Overview of your career history, education, relevant awards and honors, scholarships, research, projects, publications, coursework, hobbies, interests...	Profile summary, personal information, education, work experience, skills and competences.
Purpose	Research positions, teaching positions, etc.	Any type of job

CV vs. Resume



no length limit

***in-depth history of
professional and
academic
credentials***



1-2 pages

***only skills and
professional
experience
relevant to the
vacancy***

CV Format

Name and contact information

Summary

Professional history

Education

Skills

Awards

Publications

Janet Chobot

1

2

Summary

Professional History

3

4

Educational History

5

Skills

6

Awards and Achievements

7

Published Works

Christopher Morgan



Contact

Address:

177 Great Portland Street, London W5W 6PQ

Phone:

+44 (0)20 7666 8555

Email:

christoper.m@gmail.com

LinkedIn:

[linkedin.com/christopher.morgan](https://www.linkedin.com/in/christopher.morgan)

Languages

Spanish – C2
Chinese – A1
German – A2

Hobbies

- Writing
- Sketching
- Photography
- Design

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019

Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Computer Information Systems** - 2014
Columbia University, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony**.
Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL**.

NB

- If you're in doubt about whether you should send a CV or resume, reach out to the recruiter or hiring manager and **ask for clarification**.
- If you have a resume but not a CV (or vice versa), it may be worthwhile to put one together. A CV is, in many ways, a more detailed version of a resume with a few additional pieces of information, so creating one from the other shouldn't require a great deal of work.
- Having the right document for a job application is crucial, and keeping both options on hand will ensure you're prepared no matter what the job posting requests.

*Discuss the following tips for writing a CV.
Say which of them you agree / disagree with. Explain why.*

- *Always insert a photograph in your CV.*
- *Use different fonts with information that you want to emphasize.*
- *Check your CV carefully for spelling and typographical errors.*
- *List as many details as you can regarding your education, experience, skills, awards, activities, etc.*
- *Be brief – your CV should not be longer than one page.*
- *The order of information in your CV mostly depends on the job that you want to apply for.*

Discuss the following tips for writing a CV.

Say which of them you agree / disagree with. Explain why.

- **Fonts and colors:** Use legible and standard fonts such as Arial, Calibri, Georgia, Open Sans, Times New Roman, Helvetica and Cambria. Use font sizes 10 to 12 point and be consistent with the style and size throughout your CV. Use larger fonts (size 14 to 16 point) for section headings. This helps to break up your CV while making the sections stand out.
- **Formatting:** Be consistent with the use of italics, bold, bullet lists and font style. Leave enough white space and maintain a minimum of **5-inch (1.27 cm) margins** on all sides. This will improve the organization and readability.
- **Structure:** Outline your CV entries in **reverse-chronological order** so the first thing the recruiter sees are your most recent accomplishments. Use **bullet** points so recruiters can skim.
- **Content:** Make your writing **powerful** and **concise**. Use strong, active verbs throughout. Be sure to **edit, revise** and **proofread** your CV before sending.
- **Verb tense:** Use present tense for current jobs and past tense for former jobs. Proofread for consistency.

Project : My CV

Now, you will start writing your CV.
Go to Canva or use the CV template.
Follow the steps in the word document!

Step 1: Personal Information

Personal information			
First name(s) / Surname(s)	Eric Sheppard		
Address(es)	136 Wrenhouse Street, Endham, England		
Telephone(s)	0198879910	Mobile:	0567788997
E-mail	ericshep@freemail.com		
Nationality	English		
Date of birth	24/ 5/ 1975		
Gender	Male		

Step 2: Work experience

Work experience	
Dates	April 2009 – Present
Position held	IT Administrator
Main activities and responsibilities	My duties involve training end-users to use and operate software applications such as Word, Excel and PowerPoint. Responsible for maintenance of hardware and software used for training purposes and recommending repairs to management where needed.
Name of employer	European Training Services
Dates	Dec 2007 – April 2009
Position held	Admin Assistant
Main activities and responsibilities	My duties included organising and filing paperwork, typing documents and entering customer details onto database systems.
Name of employer	HM Revenue & Customs

Step 3: Education

Education	
Dates	May 2003
Qualification awarded	MSc in Computing
Principal subjects	Software Development, Database Systems, Multimedia and Systems Analysis.
Organisation	University of Central London

Step 4: Personal skills and competences

Personal skills and competences					
Mother tongue(s)	English				
Self-assessment	Understanding		Speaking		Writing
European level (*)	Listening	Reading	Interaction	Production	
French	B2	B1	B1	A2	B2
Skills and competences	Organized, team-player, good at managing time, able to work under pressure and meet tight deadlines				

Task:

Correct all mistakes in the following CV.

Personal information		
First name(s) / Surname(s)	stevenson Marie	Marie Stevenson
Address(es)	Maple street, 55, England Liverpool	55 Maple Street, Liverpool, England
Telephone(s)	+381690077880	Mobile:
E-mail	Marie1996cutie@freemail.com	marie.s1996@freemail.com
Nationality	english	English
Date of birth	the 9 th Nov. of 1996	9/ 11 / 1996 or November 9, 1996
Gender	Female	
Work experience		
Dates	2019 march - now	March 2019 - Present
Position held	sales manager	Sales Manager
Main activities and responsibilities duties, include, management / managing, business, now, my team, the or all or all the, team, to, ongoing , sales people	My dutys includes managment sales through development of bussiness plans as well now as setting sales targets for the Team. I am responsible for overseeing the all activities and performance of my Team members. I am also involved in to the on going training of our Sales People.	
Name of employer	microsoft	Microsoft
Dates	2018 april – february 2019	April 2018 – February 2019
Position held	sales assistant	Sales Assistant
Main activities and responsibilities responsibilities, as follows, assistance, refunds, complaints, register	My responsibilitys were as follow: assistence to customers who need help; dealing with customer refundings; answering customer complaintments; balancing the cash register.	
Name of employer	microsoft (microsoft merchandise store)	Microsoft Merchandise Store

Education	
Dates	2017 september September 2017
Qualification awarded	Ba in organizational science B.S. in Organizational Sciences
Principal subjects	M anagement and O rganization, E economy and O perational S ystems
Organization	university of London University of London
Skills and competences	
Mother tongue	english English
Foreign language	french French
European level of French	Listening: Reading: Speaking: Writing:
	b2 B2 b1 B1 b1 B1 b2 B2
Other skills and competences team-player, organized, able to work under pressure, communicative, colleagues, solutions, etc.	Team-worker; organizing; well under pressure; communicative; motivates colleagues to find creative solutions etc

Page 132

Page 132 - key

- | | |
|---------------|----------------|
| 1) Leading | 10) attractive |
| 2) vacancy | 11) package |
| 3) post | 12) basic |
| 4) applicant | 13) salary |
| 5) qualified | 14) annum |
| 6) experience | 15) commission |
| 7) team | 16) benefits |
| 8) motivate | 17) CV |
| 9) colleagues | 18) covering |

Match the sentence to the correct part of the letter.

I am writing to apply for the position of Managing Director currently advertised on your website.

Please find attached a copy of my CV for your consideration.

Having worked within the industry for over 10 years, I have developed a range of skills that would meet, and exceed the expectations for the role.

I would relish the opportunity to bring this level of success to your company.

I look forward to hearing from you with a view to an interview.

Referring to another document

How you meet the employer's needs

Conclusion

Intention to apply for the job

An example of why you are the person for the job



Now complete the gaps.

1. I am writing to apply for the position of Managing Director currently advertized on your website.
2. I have developed a broad range of skills that would meet and exceed the expectations for the role.
3. Please find attached a copy of my CV for your consideration.
4. I would relish the opportunity to bring this level of success to your company.

Writing task

- Go to page 134.
- Read the job advertisement.
- ***Write a letter of recommendation for Nora Johnson using between 100 and 150 words in semi-block format.***
- Follow the form and the structure of the letter of recommendation.
- Say that you were Nora's Team Leader in Techny Company; mention her skills that match job requirements; say why she would be a perfect candidate for the position of App Developer.