WRITING YOUR CURRICULUM VITAE (CV)

What is a CV?

A CV is basically a record of your personal, educational and work details, which emphasises the experience, knowledge and skills relevant to the type of job or course of study for which you are applying.

The Format of a CV

There is no standard format for a CV. Preferably, the CV consists of a list of headings and information organized according to the corresponding heading. Educational background and professional experience are listed according to dates, preferably in reverse chronological order, starting from the present.

Some typical sections of a CV

* Objective (optional)
* Contact Information
* Personal Details
* Educational background
* Work Experience
* Awards / Achievements
* Qualifications / Skills (Computer Skills, Languages)
* Activities / Interests / Hobbies
* References

Some basic rules to follow

There is no perfect method to write a CV because, in most cases, CVs need to be personalised. Still, there are some general rules that can be applied:

* A CV should be clearly laid out and indented on both sides.
* It has to be easy to read, concise, but also informative.
* It must be logically ordered, from the most emphasized to the least emphasized.
* While a new job-seeker might mention academic background first, an experienced job-seeker concentrates on experiences in the field.
* Most recent work experience or educational course should be listed first, and worked backwards chronologically from there.
* Action verbs should be used (e.g. present, design, participate, contribute, etc.) to begin each description and emphasize strengths.
* Phrases using "I", "me" and "my" should be omitted to make scanning the CV easier.

Below is a sample CV. Your CV does <u>not</u> need to include all the items exemplified here, nor does it need to give them in the same order. The entries depend on your qualifications and background as well as what you are applying for.

John Smith
1600 Penn Avenue
Redmond, WV, USA
Phone: 586-451-3455
Cell: 502-646-7892
johnsmth@ahoo.com

OBJECTIVE

To obtain a position as Assistant Engineer in a newly-established firm, where excellent analytical and technical skills can help to improve the company's efficiency and enhance profitability.

EDUCATION

2006 – 2009
(expected graduation) BSc in Mathematics at the University of Metropol
*   Business Studies, Computer Studies, Calculus, Geometry & Trigonometry

1999 – 2006 Arber High School

EXPERIENCE

Summer 2008 **JOHNSON & BRIANS**
<u>**Administrative Assistant**</u>
A vacation job in a large firm of accountants
*   Assisted the Senior Partner, who was conducting audits on major companies in the area

*   Handled incoming telephone calls to the Senior Partner (from other companies and members of the public)

*   Organised and maintained the Senior Partner's filing system

*   Devised a new filing system to maintain the files held by the department

*   Typed reports on an IBM Compatible PC using the WordPerfect word-processor

*   Solved users' PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages

Summer 2007 **WILKINSON COMMUNITY CENTRE**
<u>**Co-ordinator**</u>
A vacation job at a community centre for teenagers

AWARDS

Summer 2008 * "Exemplary Youth Award" for community work

Fall 2007 *   Champion of University of Metropol Annual Chess Tournament

COMPUTER SKILLS

IBM Compatible PCs running Microsoft Windows, MS-DOS, Wordperfect, Word for Windows, Lotus 1-2-3 and Microsoft Visual C.

LANGUAGES

French: Advanced
Italian: Upper Intermediate

INTERESTS

Chess, tennis, volleyball (captain of university team for 3 years)

REFERENCES

Available upon request