How to write a successful CV

A presentation brought to you by the Engineering Career and Placement Office

AGENDA

- What is a CV?

- General guidelines

- Sections

- Tips on presentation

What is a CV?

- **Curriculum Vitae:** an organized summary of your educational and professional history usually prepared for job applications
- A CV includes anything a person wants to express about:
- ✓ Career goals
- ✓ Education
- ✓ Experience
- ✓ Activities
- ✓ Honors

General guidelines

- A new graduate's CV should cover no more than two sides of A4 paper. Preferably , limit your CV to one page

General guidelines

What information should a CV include?:

- Personal and contact information
- Objective
- Academic background
- Work experience
- Skills
- Extracurricular activities
- Honors and awards

General guidelines

- No single "correct" way to present a CV but:

✓ Targeted to the specific job

✓ Informative but concise and make every word count

✓ Accurate in content, spelling and grammar

✓ Any current positions should be described in present tense. For previous positions, use past tense

General guidelines

- **Use action words and sentence fragments**
- ✓ Refrain from using complete sentences and avoid using I or me in your CV
- ✓ Use sentence fragments and begin each sentence fragment with a different action word. (such as applied, established and organized)

General guidelines

Most common and typical mistakes on a CV.

AVOID:

- Unprofessional email address
- Spelling mistakes or typos
- Missing phone number
- Including other people's names

General guidelines

- Most widely used and familiar format is the reverse chronological order resume

- Chronological resume demonstrates career growth and continuity

- Under each category, list the most recent experiences/information first & work backwards

Sections

- **Contact and Personal information include**:
✓ Name
✓ Home address or campus address
✓ Phone numbers
✓ Email address

Sections

- **Objective:**
- ✓ Not an essential component of a successful resume
- ✓ what to call the Job Objective section on your resume?:
- Objective, Job Objective, Career Objective, career goal, job goal etc..
- Most of the job objective statements are each 10 words or less

Sections

- **Academic Background:**

Begin with the highest level of educational achievement:

✓ University

✓ Major, Minors

✓ GPA (if 3.0 and above)

✓ Date of completion or expected date of graduation

Sections

- **Work experience:**
  Include various experiences, both paid and unpaid
- Group your experience according to its relevance to the targeted job (ex. "Related Experience" and "Other Experience") :
- Part-time and Full-time work
- Summer jobs
- Internships
- Volunteer experience

Sections

- **Work experience:**

Include Title, Organization, Responsibilities, Location and Dates

Demonstrate evidence of your experience by focusing on skills, results and accomplishments.

Sections

- **Skills:**
- ✓ This section should provide a quick overview of your strongest & most pertinent skills or qualifications.
- Indicate computer competencies, other technical skills, specialized communication skills, interpersonal skills, research skills, lab proficiencies
- ✓ Include foreign language skills
- ✓ Other technical skills related to the position

Sections

- **Honors and awards:**

Dean's list, honor societies, and academic awards can be listed in a separate section if you have more than one or two entries; if not, incorporate them in the education section.

Sections

- **Extracurricular activities:**

Briefly describe your involvement in campus club/organization; emphasize accomplishments and leadership roles

(role, organization, location and dates of involvement)

- community volunteer work if not already included

Tips on presentation

- **Formatting:** Formatting is an important part of a good resume.
- ✓ **Clear fonts:** Avoid fancy fonts and instead use a businesslike font, such as Times New Roman.
- ✓ **Lots of white space:** A good resume is easy to read – white space is essential for this.
- ✓ **Bullet points:** Bullet points are easier to scan and understand.
- ✓ **Large font size:** Use an 11 or 12 font, if it's too small it will make reading difficult.
- ✓ **Few images or logos:** Avoid images or logos which distract from the main information.

For more information

Still Need help?...

For additional help with your CV, contact:

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