

CV writing

A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. You may be asked to submit a CV when applying for jobs in academia or a job outside the US.

Difference between CV and resume

The biggest difference between a CV and a resume is length. CV stands for curriculum vitae which means ‘the course of one’s life’ whereas the word résumé derives from French and means ‘to summarize’.

A CV is a multiple-page document which provides detailed information about work experience, education, achievements, presentations, honors and awards, research, and other accomplishments.

They are normally structured chronologically and are aimed at providing a full overview of a candidate’s working career. A CV is static and isn’t altered for different job roles.

A resume, or résumé, provides a concise overview of a candidate’s experience and qualifications. It is normally a single-page document and is designed to make an individual stand out from the competition.

They should be adapted for each job a person applies for, if someone doesn’t do this they are putting themselves at a disadvantage.

When applying for a job, the candidate should carefully read the job description, identify the key skills and demands of the job and then tailor their resume to match the job. It is important to include the same keywords from the job description.

Unlike CVs, a resume isn't always ordered chronologically. There are a number of resume formats including functional and combination resumes.

Professional resumes also shouldn't include information about the candidate's entire career, only work experience from the last 10-15 years and/or highly relevant experience from before that period.

Main Differences

There are three main differences between CVs and resumes: length, purpose, and format.

Futhermore, here you have a summary of the basic characteristics of each one so you can compare them at a glance.

CV Main Characteristics

Multiple pages

Detailed history of work an education

Static, isn't tailored for each job

Chronological format

Resume Main Characteristics

Single page (sometimes two)

Adapted and tailored for each application

Flexible format, whichever suits the candidate best

Sample CV Format

- CV Header with Contact Information
- Personal Profile: CV Objective or CV Summary
- Work Experience
- Education
- Skills
- Additional Sections
- Concise summary of relevant experience

When filling in the sections, always keep in mind the gold CV formatting rules

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.

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.

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.

Get photos off of your CV

Don't add your photo 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.

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.

CV writing tips

Putting together a successful CV is easy once you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for. But what if you don't meet the right criteria? Well, I've put together the following tips to help you get started in creating a successful CV and securing your first (or next) arts job.

Get the basics right

There is no right or wrong way to write a CV but there are some common sections you should cover. These include: personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references.

Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper. The layout should always be clean and well structured and CVs should never be crumpled or folded, so use an A4 envelope to post your applications.

Always remember the CV hotspot – the upper middle area of the first page is where the recruiter's eye will naturally fall, so make sure you include your most important information there.

Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet. A CV is a reassurance to a potential employer, it's a chance to tick the right boxes. And if everything is satisfied, there's a

better chance of a job interview. Also, employers receive dozens of CVs all the time so it's unlikely they'll read each one cover to cover. Most will make a judgment about a CV within sections, so stick to a maximum of two pages of A4 paper.

Understand the job description

The clues are in the job application, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't. With the areas where you're lacking, fill in the blanks by adapting the skills you do have. For example, if the job in question requires someone with sales experience, there's nothing stopping you from using any retail work you've undertaken – even if it was something to help pay the bills through university. It will demonstrate the skills you do have and show how they're transferable.

Tailor the CV to the role

When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employer should be tailored to that role so don't be lazy and hope that a general CV will work because it won't.

Create a unique CV for every job you apply for. You don't have to re-write the whole thing, just adapt the details so they're relevant.

Making the most of skills

Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or even speaking a foreign language. Skills can come out of the most unlikely

places, so really think about what you've done to grow your own skills, even if you take examples from being in a local sports team or joining a voluntary group – it's all relevant.

Making the most of interests

Under interests, highlight the things that show off skills you've gained and employers look for. Describe any examples of positions of responsibility, working in a team or anything that shows you can use your own initiative. For example, if you ran your university's newspaper or if you started a weekend league football team that became a success.

Include anything that shows how diverse, interested and skilled you are. Don't include passive interests like watching TV, solitary hobbies that can be perceived as you lacking in people skills. Make yourself sound really interesting.

Making the most of experience

Use assertive and positive language under the work history and experience sections, such as "developed", "organised" or "achieved". Try to relate the skills you have learned to the job role you're applying for. For example: "The work experience involved working in a team," or "This position involved planning, organisation and leadership as I was responsible for a team of people".

Really get to grips with the valuable skills and experience you have gained from past work positions, even if it was just working in a restaurant – every little helps.

Including references

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you've never worked before you're OK to use a teacher or tutor as a referee. Try to include two if you can.

Keep your CV updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing. For example, if you've just done some volunteering or worked on a new project, make sure they're on there – potential employers are always impressed with candidates who go the extra mile to boost their own skills and experience.

John Smith

IT Project Manager

Personal Info

Address

134 Rightward Way
Portland, ME, 04019

Phone

774-987-4009

E-mail

j.smith@uptowork.com

LinkedIn

linkedin.com/johnutw

Skills

Business Process Improvement

Vendor Management

Project Scheduling

Sales Analysis

Strategic Planning

Communication Skills

Software

Microsoft Project



MS Windows Server



Linux/Unix



Microsoft Excel

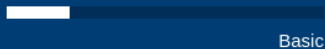


Languages

French



German



IT Professional with over **10 years** of experience specializing in **IT department management** for international logistics companies. I can implement effective **IT strategies** at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Striving to leverage my IT management skills at SanCorp Inc.

Experience

2006-12 -

Senior Project Manager

present

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Cut costs by 32% in less than six months.
- Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.

2004-09 -

Junior Project Manager

2006-12

Seton Hospital, ME

- Streamlined IT logistics and administration operation cutting costs by 25%.
- Diagnosed problems with hardware and operating systems.
- Successfully migrated two servers to new data architecture.
- Maintained the user database of over 30000 patients.
- Managed project for lean training for all IT Support Officers.

2002-08 -

IT Support Officer

2004-09

Seton Hospital, ME

- Provided support for project managers and hospital staff for 2 years.
- Prepared over 100 infrastructure performance analyses and reports.
- Implemented a new tracking dashboard, cutting manual data input by 80%.
- Successfully resolved over 200 issues in regards to IT infrastructure.

Education

1999-09 -

Master of Computer Science, University of Maryland

2001-05

- Graduated Summa Cum Laude.
- Member of Student Association of Project Management
- Managed a student project to develop a weekly IT News podcast.

1996-09 -

Bachelor of Computer Science, University of Maryland

1999-06

- Graduated Summa Cum Laude.
- Member of Student Association of Computer Science.
- Managed a student project to organize a conference for 50+ professionals.

Certifications

2010-05

PMP - Project Management Institute

2007-11

CAPM - Project Management Institute

Interests

Avid cross country skier and cyclist.

Member of the Parent Teacher Association.



Mark Smith

123 Street

PROFESSOR

Mark is a well-rounded professional with a strong background in engineering, research, and development. He has a proven track record in leading teams, managing complex projects, and driving innovation. His expertise spans across various industries, and he is highly skilled in both technical and managerial aspects. He is a results-driven professional who thrives in dynamic environments and is committed to continuous learning and growth.

CAREER

2018 - Present | **ABC Corp.** | **Senior Engineer**
In this role, Mark has been instrumental in leading the development of new products and services. He has managed a team of engineers and researchers, ensuring the timely and high-quality delivery of projects. His work has resulted in significant revenue growth and market expansion for the company.

2015 - 2018 | **XYZ Inc.** | **Engineering Manager**
In a previous role, Mark was responsible for overseeing the entire engineering process, from concept to production. He worked closely with cross-functional teams to identify and solve complex technical challenges, ensuring the success of the product launch.

2012 - 2015 | **DEF Ltd.** | **Engineering Lead**
In a similar position, Mark led the design and development of a new line of products. He was responsible for defining technical specifications, conducting feasibility studies, and managing the project budget and timeline.

2010 - 2012 | **GHI Corp.** | **Research Scientist**
In a research-oriented role, Mark focused on developing innovative solutions to complex technical problems. He conducted extensive research, analyzed data, and presented findings to senior management, contributing to the company's strategic direction.

SKILLS

Strong leadership and team management skills.

Excellent communication and interpersonal skills.

EDUCATION

2008 - 2010 | **University of Technology** | **Master's Degree**

2005 - 2008 | **University of Science** | **Bachelor's Degree**

2002 - 2005 | **University of Applied Sciences** | **Diploma**

CONTACT

Address
123 Street, 12345 City
12345 City, State

Phone
555-123-4567

Email
mark@smith.com

LinkedIn
linkedin.com/in/marksmith

Twitter
@marksmith

Website
www.marksmith.com

INTERESTS

Mark is an avid reader and enjoys exploring new technologies, industries, and cultures. He is also a passionate traveler and enjoys visiting new places and experiencing different ways of life. In his free time, he likes to hike, play golf, and spend time with his family and friends.

REFERENCES

Reference 1
John Doe - Director
123 Street, City, State

Reference 2
Jane Smith - Manager
456 Street, City, State

Curriculum Vitae

Personal Data

Surname, first name: Potzner, Andreas Marcus
Address: Kastellstraße 1; 65183 Wiesbaden; Germany
Telephone: + 49 (0) 611/ 532 42 57
Mobil: + 49 (0) 175/ 590 55 40
Date of birth: 08.09.1978
Place of birth: Hanau; Germany
Marital status: single
Email: a.potzner.ebs@supplyinstitute.org



Education

- since 10/04 **European Business School (ebs) International University Schloß Reichartshausen, Oestrich-Winkel (Germany)**
Postgraduate Assistant to the SVI-Endowed Chair of Purchasing, Logistics and Supply Chain Management, Supply Management Institute (SMI)
Strive for the degree: Dr. rer. pol. (April 2007)
- 10/99 - 05/04 **Johann Wolfgang Goethe-University, Frankfurt (Germany)**
Degree in Business Administration (Diplom-Kaufmann)
Majors: Supply Chain Management & Marketing, Business Informatics
Grade: 1.8 (passed with distinction)
Grade of diploma theses: 1.0
- 08/89 - 06/98 **Kopernikusschule, Freigericht (Germany)**
A-levels (high school graduation)
Grade: 2.2

Research Focuses / Title of Dissertation

- Focuses Innovation management, Supply chain management, Aviation industry
- Title Innovation Management along the Supply Chain of the European Aviation Industry

Teaching

- since 03/06 **Innovations along the Supply Chain**
Lecture
- 03/05 - 06/05 **Logistics & Supply Chain Management**
Case Studies
- 03/05 - 06/05 **Innovation management**
Seminar papers

Publications

- 10/05 **Jahns, Ch. and Potzner, A.: Innovationskooperationen in der Supply Chain.**
In: Blickpunkt Einkauf & Logistik, Forum Gelb GmbH, October 2005.
- 09/05 **Jahns, Ch. and Potzner, A.: Woher kommt eigentlich der Begriff Supply Chain Event Management?**
In: News und Trendletter Logistik, Forum Gelb GmbH, Vol. 3, 2005.
- 07/05 **Potzner, A.: Woher kommt eigentlich der Begriff Bullwhip-Effekt?**
In: News und Trendletter Logistik, Forum Gelb GmbH, Vol. 2, 2005.

<p>YOUR NAME</p> <p>Phone: (000) 000-0000 youremail@companyweb.com</p> <p style="text-align: right;">Mailing Address City, ST 00000</p> <p>This CV template provides an example of how to structure your curriculum vitae using an online format. You should modify the section headings and content to suit your needs. Don't forget to change the name on the footer. You can line up dates on the right by adding a right-aligned tab set to 6". This CV template is copyrighted by Vertex42.com (see terms of use). Visit Vertex42.com for more information about writing your CV.</p> <p>EDUCATION</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">PhD</td> <td style="width: 70%;">University Name, Electrical Engineering Dissertation: "Title" Committee: Name (chair), Name, Name</td> <td style="width: 20%; text-align: right;">May 200X</td> </tr> <tr> <td>MS</td> <td>University Name, Electrical Engineering Thesis: "Title" Advisor: Name</td> <td style="text-align: right;">May 200X</td> </tr> <tr> <td>BS</td> <td>University Name, Electrical Engineering Graduated Summa Cum Laude Minored in Mathematics</td> <td style="text-align: right;">May 200X</td> </tr> </table> <p>HONORS AND AWARDS</p> <hr/> <p>List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Title of Award Brief description</td> <td style="width: 30%; text-align: right;">2008</td> </tr> <tr> <td>Title of Fellowship Brief description</td> <td style="text-align: right;">2005</td> </tr> <tr> <td>Title of Grant Brief description</td> <td style="text-align: right;">2005</td> </tr> </table> <p>RESEARCH EXPERIENCE</p> <hr/> <p>If you are applying for a teaching position, you might want to list the teaching experience section before the research experience section. Highlight important accomplishments, skills, and projects using concise sentences, beginning with an action verb. Complete sentences are not necessary. Be consistent in your grammatical style.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Dissertation, Name of Institution, Location Advisor: Name</td> <td style="width: 30%; text-align: right;">200X</td> </tr> </table> <ul style="list-style-type: none"> • Skill/Accomplishment/Project • Skill/Accomplishment/Project <p style="text-align: right;">Name - 1</p>	PhD	University Name, Electrical Engineering Dissertation: "Title" Committee: Name (chair), Name, Name	May 200X	MS	University Name, Electrical Engineering Thesis: "Title" Advisor: Name	May 200X	BS	University Name, Electrical Engineering Graduated Summa Cum Laude Minored in Mathematics	May 200X	Title of Award Brief description	2008	Title of Fellowship Brief description	2005	Title of Grant Brief description	2005	Dissertation , Name of Institution, Location Advisor: Name	200X	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Institution/Company/Organization, Location</td> <td style="width: 30%; text-align: right;">200X to 200X</td> </tr> </table> <p>Position, Lab or Advisor Name</p> <ul style="list-style-type: none"> • Skill/Accomplishment/Project • Skill/Accomplishment/Project <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Company/Organization, Location</td> <td style="width: 30%; text-align: right;">200X to 200X</td> </tr> </table> <p>Position</p> <ul style="list-style-type: none"> • Skill/Accomplishment/Project • Skill/Accomplishment/Project <p>TEACHING EXPERIENCE</p> <hr/> <p>When you list courses, include a brief description so that the course can be compared to a similar course at another university. You might want to include the typical number of students in the course as well as list your responsibilities such as developing course materials, lecturing, grading, developing the syllabus, etc. How you decide to list or group your courses, skills, teaching methods, roles, and responsibilities will depend on your amount of experience. The examples below are just a few ideas.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Name of University, Location</td> <td style="width: 30%; text-align: right;">May 200X to Aug 200X</td> </tr> </table> <p>Associate Professor, Department</p> <ul style="list-style-type: none"> • Taught Name of Course, an undergraduate course averaging 120 students per semester, covering the following topics: topic, topic, topic, topic • Developed quizzes, exams, and homework • Revised the syllabus to meet accreditation standards • Coordinated grading and labs with a team of 4 teaching assistants <p>Doctoral Students Advised</p> <p>Name, "Thesis Title", Date Graduated Name, "Thesis Title", Date Graduated Name, "Thesis Title", Date Graduated</p> <p>Masters Students Advised</p> <p>Name, "Thesis Title", Date Graduated Name, "Thesis Title", Date Graduated Name, "Thesis Title", Date Graduated</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Name of University, Location</td> <td style="width: 30%; text-align: right;">May 200X to Aug 200X</td> </tr> </table> <p>Teaching Assistant, Department</p> <ul style="list-style-type: none"> • Highlight important projects, duties, skills, and responsibilities following a consistent grammatical style <p>PUBLICATIONS</p> <hr/> <p>List your publications in reverse chronological order. Use an acceptable reference format commonly used in your field. Group your publications into different categories if you have a sufficient number to do so.</p> <p style="text-align: right;">Name - 2</p>	Institution/Company/Organization , Location	200X to 200X	Company/Organization , Location	200X to 200X	Name of University , Location	May 200X to Aug 200X	Name of University , Location	May 200X to Aug 200X
PhD	University Name, Electrical Engineering Dissertation: "Title" Committee: Name (chair), Name, Name	May 200X																								
MS	University Name, Electrical Engineering Thesis: "Title" Advisor: Name	May 200X																								
BS	University Name, Electrical Engineering Graduated Summa Cum Laude Minored in Mathematics	May 200X																								
Title of Award Brief description	2008																									
Title of Fellowship Brief description	2005																									
Title of Grant Brief description	2005																									
Dissertation , Name of Institution, Location Advisor: Name	200X																									
Institution/Company/Organization , Location	200X to 200X																									
Company/Organization , Location	200X to 200X																									
Name of University , Location	May 200X to Aug 200X																									
Name of University , Location	May 200X to Aug 200X																									

Activity:

1. Search on internet different formats of cv writing.
2. Make a CV by using the given information and description.