

Chapter 1 : Curriculum Vitae (CV) : Resume Samples & Resume Format

A curriculum vitae summary is a one-to-two-page, condensed version of a full curriculum vitae. A CV summary is a way to quickly and concisely convey one's skills and qualifications. A CV summary is a way to quickly and concisely convey one's skills and qualifications.

How do resumes and CVs differ? Primarily used in Europe, CVs differ slightly from resumes in their use format, and length. Other differences between a CV and a traditional resume include: CVs include information such as sex, nationality, date of birth, and marital status. Now that you know the main differences between a resume and a CV, you are ready to create one of your own. Start by creating the following section headers and then fill in the appropriate information, one section at a time. This will help make creating your CV feel less overwhelming. Include anything that can be viewed as political, religious, or controversial. Double check your contact information and make sure your email address sound professional. Include an explanation of why you left a prior position. Proofread your CV several times and ask a friend to do the same. Double and triple check to make sure grammar and spelling are correct. Spellcheck will not correct homonyms. Take the time to download your document as a PDF and read it for widows and orphans; a widow is when the last line of a paragraph appears at the top of the next page. An orphan is when the first line of a paragraph appears at the bottom of the first page. This also gives you the opportunity to fix formatting issues prior to submitting your CV to a potential employer.

How to Make a Good CV: Here is what to include in each of the seven sections of your CV: Avoid using the same words over and over. Manage, direct, oversee, supervise, and command can be used interchangeably while helping to diversify your strengths. Break out your thesaurus and see what you can come up with! Start each bullet point with a strong action word.

Filling in Your CV Sections: The professional summary is lines and provides an overview of your work experience, two or three major skill sets, and valuable personality traits or soft skills. An objective statement within the professional summary is useful for entry-level positions, career changers, or jobseekers looking to transition to a higher position. These should include your organizational, managerial and job-related skill. Start with your most current or recent position and go backward chronologically. Typically, positions more than 10 years old will not be included, or if they are included, omit dates of employment and details of the position and simply include them in a bullet-point list. Highlight positions of increasing responsibility within an organization. Use present tense for current employment and past tense for past positions. List experience using bullet points. This makes it easier for your potential employer to gain an understanding of your abilities. Each position should contain a mix of duties, specific achievements, contributions, and accomplishments. Use abbreviations only if they are commonly known. Otherwise, write out what the abbreviation means with the abbreviation itself in parenthesis. Include quantifiable metrics wherever possible, and include specifics on projects, process improvements, leadership, management, etc. Start with the most recent degree or course of study completed. Feel free to list honors, magna cum laude, summa cum laude, etc. It is acceptable to leave off date of graduation, but be consistent with all degrees. Include relevant work experiences, internships, campus organizations, or coursework. If you took classes in a particular subject but did not obtain a degree, list coursework, school name and location

Personal Skills: This section should include either formal or self-assessments such as languages spoken and your level of proficiency in terms of reading, writing, and speaking. This is a self-assessment of your computer skills and proficiencies if applicable. This section if included will contain information on your relevant publications, presentations, projects, conferences, seminars, honors and awards, memberships, references, and citations. **DO NOT** include anything that can be viewed as political, religious, or controversial. **DO** double check your contact information and make sure your email address sound professional. **DO NOT** include an explanation of why you left a prior position. **DO** proofread your CV several times and ask a friend to do the same. **DO NOT** rely on spellcheck. **DO** take the time to download your document as a PDF and read it for widows and orphans; a widow is when the last line of a paragraph appears at the top of the next page, whereas an orphan is when the first line of a paragraph appears at the bottom of the first page. This also gives you the opportunity to adjust formatting issues prior to submitting your CV to a potential employer.

Curricula Vitae (CVs) versus Resumes What this handout is about This handout explains what a curriculum vitae (CV) is, how it differs from a resume, and how you can decide which one to use.

How To Write a Winning Curriculum Vitae Understand What Makes a Great Resume Many job applicants are under a misconception that a great Curriculum Vitae means fluffing up terms, adding lots of jobs and experience, listing as many skills as possible, and engaging in other overkill tactics. Excessive and irrelevant information only clutters the page and makes it more difficult to find the skills and information for which your prospective employer is searching. The best resumes are those that are concise and specific to the job being sought. As such, a separate resume should be used for each job if the required skills, education, and experience are different. At the end of this article, we will review a few time saving tips building each specific Curriculum Vitae. **Review All Job Description Material and More If Necessary** While some employers seem to be in the habit of posting as little information as possible, others provide a great deal of valuable information relevant to not only the skills, experience, and education of a desired employee, but also the description, expectations, and demands of the job itself. Acquire as much information as you can about the position. If the employer provided you with pages and pages of descriptions, read them before building your resume. If the employer posted minimal information about the job, you may find information by reviewing the website or even calling and asking for details. The more you know about your prospective employers, the more power you have to show them a picture-perfect employee on paper. Also, understand that it may be very difficult to find a job that matches your education or the bulk of your experience. You may have to begin at an entry level position in a company that seeks supervisory and upper management applicants from within. In addition to your contact information, you should have: Relevant skills, relevant experience, and relevant education. If you have multiple jobs dating back for a number of years, try to list only the most relevant jobs within the past years on the first page and either make a note that a more extensive job history is available upon request or attach a separate sheet with a complete history in case the reviewer is so inclined to read it. Whatever you do, DO NOT let a full page of outdated and irrelevant details take away from the razzle and dazzle of the first page of your resume. Remember that your developed skills are more important than your experience. Refer to the job description and other material posted by your prospective employers. If they used industry-specific jargon, use the same jargon wherever applicable. Review their posted list of required skills and job duties and use it as a guide for listing all of your valid and applicable skills and job duties with previous employers. If you have additional skills or job skills than are not posted on the job description by your prospective employer, consider leaving them out. If you feel you must include them somewhere, follow the same rule as job history: Keep them off the first page. Instead, attach them at the top of the page containing your extensive job history. **Font and Design** You have 2 primary goals for your curriculum vitae: Make it easy to read and make every word count. In order to accomplish this, you need to use a font of at least and make each section of your document stand out from the next by staggering blocks of information that take up different levels of horizontal space. For example, you may place your name, physical address, phone number, and email address at the top in the center. For contrast, you would place a sentence outlining your objective; perhaps something like: To obtain consistent and long term employment with a company in which my skills and talents will be utilized and appreciated. Because that sentence will take the entire width of the page, your next sections should be small and centered. This would be a great place to list your skills. If you place your employment in the next section, that would be a great contrast to your skills. Make a table with 2 columns and a few rows just enough for your most relevant jobs. Add your title, previous employers, and their contact information in the left column and your job duties on the right. Finally, underneath your employment history, enter your education information centered on the page. Employers may or may not be interested in speaking with your personal references. Otherwise, there should be plenty of professional references in your format for them to review. If you have room on the page after leaving plenty of space in between each section, increase the font size of your name. **Consider a Cover Letter** If you have adequate or advanced linguistic skills,

consider writing a short cover letter small to moderate paragraphs introducing yourself and outlining your skills, dedication, ambition, work ethic, and any other relevant piece of information that increases your appeal to an employer but may not have a proper place on your Curriculum Vitae. Time Saving Tips You can either use the outline provided in this article or you can create your own curriculum vitae outline containing your name, contact information, and the basic sections you will need to fill out per application. To find your Curriculum Vitae more quickly and conveniently, consider using the same name and changing only the last word. Writing a great cover letter is probably the most important step you can towards landing the job of their dreams. Why is writing a cover letter so important? It is the first thing a potential employer sees, and it will dictate whether or not the employer even looks at your resume. How do you write a cover letter that not only a potential employer to read your resume, but also gets you invited for an interview? Writing a winning cover letter is not difficult if you follow a few simple steps: To create a professional-looking cover letter, be sure to use plenty of white space. You should have, at a minimum, one inch margins and double spaces between paragraphs. Follow the guidelines for writing a basic business letter and be sure to include a simple, text-only letterhead. Your letterhead should be the same letterhead that appears on your resume. Introduction This is your one and only chance to name drop, so take advantage of it. Potential employers want to know how you heard about the position. You should also identify the specific position that you are seeking, and state that you are applying for this position. Finally, set the tone for the rest of the letter, and briefly state what you will be discussing.. Employment Paragraph If you have more than a few years of experience in the field to which you are applying, your professional experience should be presented before your educational experience. First, write a topic sentence that presents one unified idea. You also need to link this paragraph to your educational experience. Optional Paragraph A fourth and even fifth paragraph may be added if you need to present additional relevant information. Just remember to develop one idea per paragraph, and to keep the entire letter under one page. Conclusion This is your opportunity to tie everything together, leading the reader to invite you to an interview. You need to reference your resume and any other included attachments. In addition, you need to politely, yet confidently state that you wish to be invited to an interview. Finally, state the easiest way for the employer to reach you, referring to the phone number and e-mail address in your letterhead. Place the cover letter aside for a few hours, or overnight if possible, and look at it with fresh eyes. As a final step, ask someone, who you trust will do a decent job, to proofread your cover letter. Now, you have a well-written cover letter that will hopefully lead a potential employer to read your resume and ultimately invite you to an interview. The rest is up to you! How to prepare for a winning job interview In a competitive market for available jobs, potential candidates should put in the necessary time and effort to make a solid impact. Your first job as the seller is to sell yourself. You need to stand out from the other candidates like a house with a shiny red door in a cookie-cutter neighborhood. Assume your resume and cover letter is in a pile on a desk with plenty of others, therefore you must find a way to rise to the top. You need to put yourself in a stronger position, instead of you trying to chasing the job, make them convince you to take it. Your mindset dictates the demeanor you portray. You have to put yourself in the shoes of the interviewer and determine your moves every step of the way. Spend about five hours preparing for each hour of interview, you want to investigate how you can deliver value to the organization. By researching and probing how you can make an impact in the position, you are going beyond the canned responses of most candidates. Your resume should announce that you are qualified for the position. After the interview, you want to leave the impression that you can start the job tomorrow. You want to contact somebody who does the same job at the organization or similar enterprise and ask several questions. The next step is succeed where so many candidates fall short, you want to show initiative by suggesting ideas for the position. Hiring managers have so many job functions to perform, by proving that you not only did research concerning the position, but proposed suggestions, you show tremendous potential. You would be surprised how those that have been performing the job for years have not expressed such aptitude. Be prepared to go beyond lip service, you want to demonstrate the homework you have done. Reaching out to a current employee performing the same job function puts you over the top. Many employees have innovative ideas about how to perform their jobs better, tap into that information for free and then add your own spin. Use the power of imagination to stand out from the crowd, everybody else is going to

be following the same job interview tips that get recycled over the web. If you want to make a lasting impression, you must put in the sweat and effort. Find someone who you can practice with until it comes out natural. Landing an offer in a tough economy requires considerable effort. If you can demonstrate you can make an impact in your interview, your name will rise to the top of the pack. In - Contact: The use of these Curriculum samples is at your sole risk.

Chapter 3 : Curriculum Vitae (album) - Wikipedia

A curriculum vitae (English: / k ɛˈtʃɪˈvɪt ɪˈtæ, -ɛˈwɪtæ, -ɛˈvɪtæ t iˈtæ/) (often shortened CV, rɛˈsʊmæ or vita) is a written overview of a person's experience and other qualifications for a job opportunity.

Chapter 4 : Model Physician Curriculum Vitae (CV) Template | ACP

Curriculum vitae definition is - a short account of one's career and qualifications prepared typically by an applicant for a position. How to use curriculum vitae in a sentence. The different plural forms of curriculum.

Chapter 5 : Preparing a Curriculum Vitae: Proven Success Strategies | LiveCareer

A curriculum vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a resume. Your CV should be clear, concise, complete, and up-to-date with current employment and educational information.

Chapter 6 : Curriculum vitae: Modelli CV da Compilare

Curriculum vitae definition, a brief biographical rɛˈsʊmæ of one's career and training, as prepared by a person applying for a job. See more.

Chapter 7 : Curriculum Vitae | Definition of Curriculum Vitae by Merriam-Webster

Curriculum Vitae (CV) means "course of life" in Latin, and that is just what it is. A CV is a concise document which summarizes your past, existing professional skills, proficiency and experiences. The purpose of this document is to demonstrate that you have the necessary skills (and some complementary ones) to do the job for which you are.

Chapter 8 : What is a curriculum vitae? definition and meaning - www.nxgvision.com

A document to present your skills and qualifications effectively and clearly.

Chapter 9 : Vitae | Define Vitae at www.nxgvision.com

Curriculum Vitae, more commonly referred to by its shorthand abbreviation CV (a Latin term meaning course of life), got tossed around a lot when I was in graduate school. I'm pretty sure I pretended to know what it meant the first time I heard it, only to go home to Google and educate myself before it came up in casual conversation again.