CV Writing

Prepared & Delivered By

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Agenda

- CV vs. Bio

- Why Using It?

- How to Write It?

- Template to Use

- Recommendations
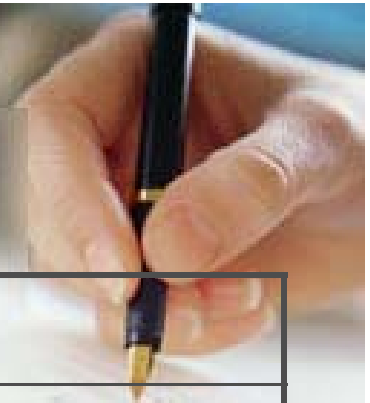
CV vs. Bio

- CV

- Bio

Why Using It?

- Its your tool to present yourself.

- It gets you an interview.

- Summary of your education, work history, strengths.

How to Write?

CV Section	Purpose of Section
Heading	Lets the employer know who you are and how to reach you
Objective	What you can offer the employer
Education	Educational experiences and degrees
Experience	Include your responsibilities, skills, and accomplishments
Other Relevant Information	Internship, Volunteer, Professional Membership

Heading

- **Name (bold, not underlined)**

- **Address**

- **Telephone number**

- **Email address**
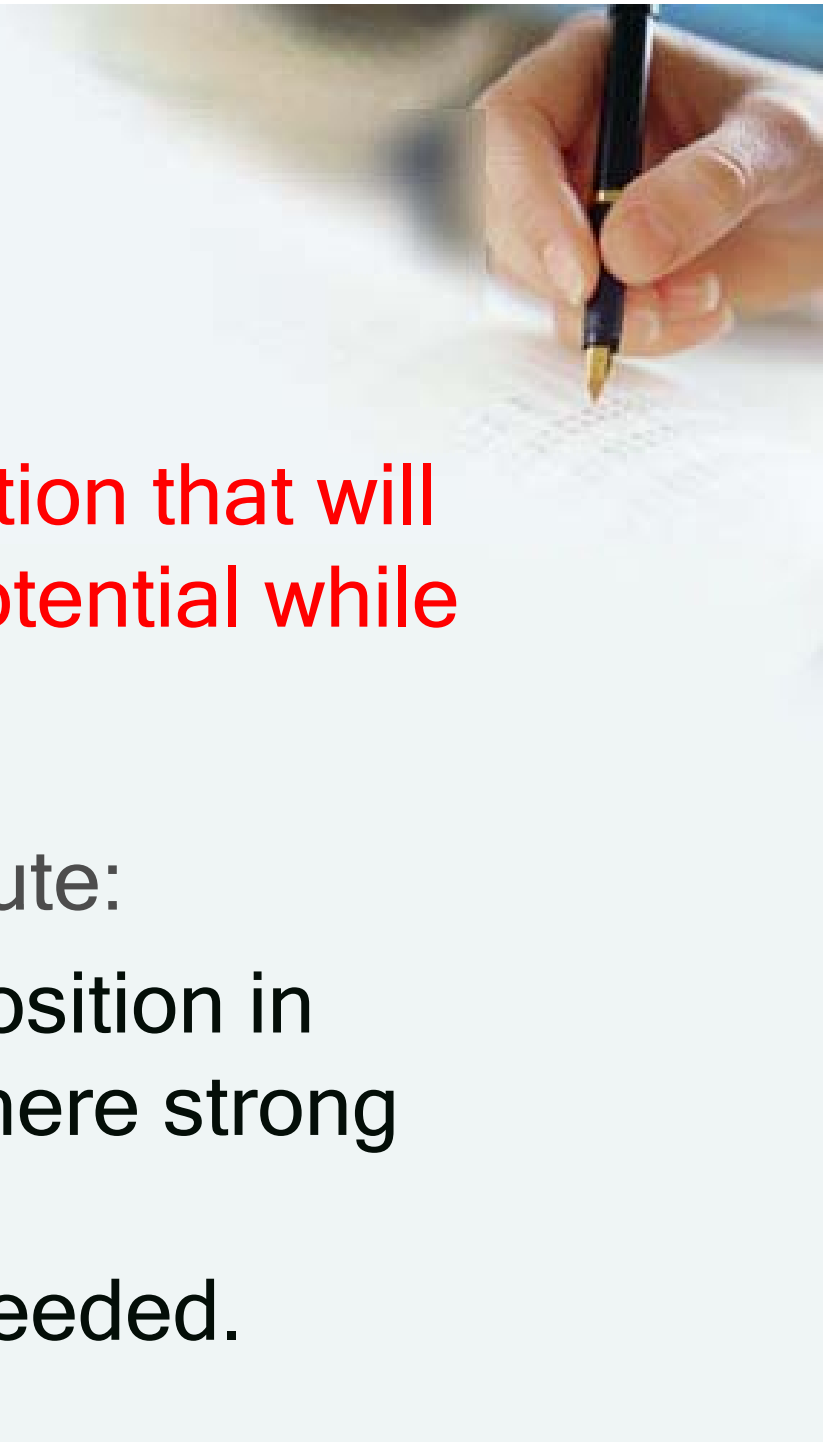
Objective

Do not be needy:

Objective: To obtain a position that will allow me to advance my potential while seeking new challenges.
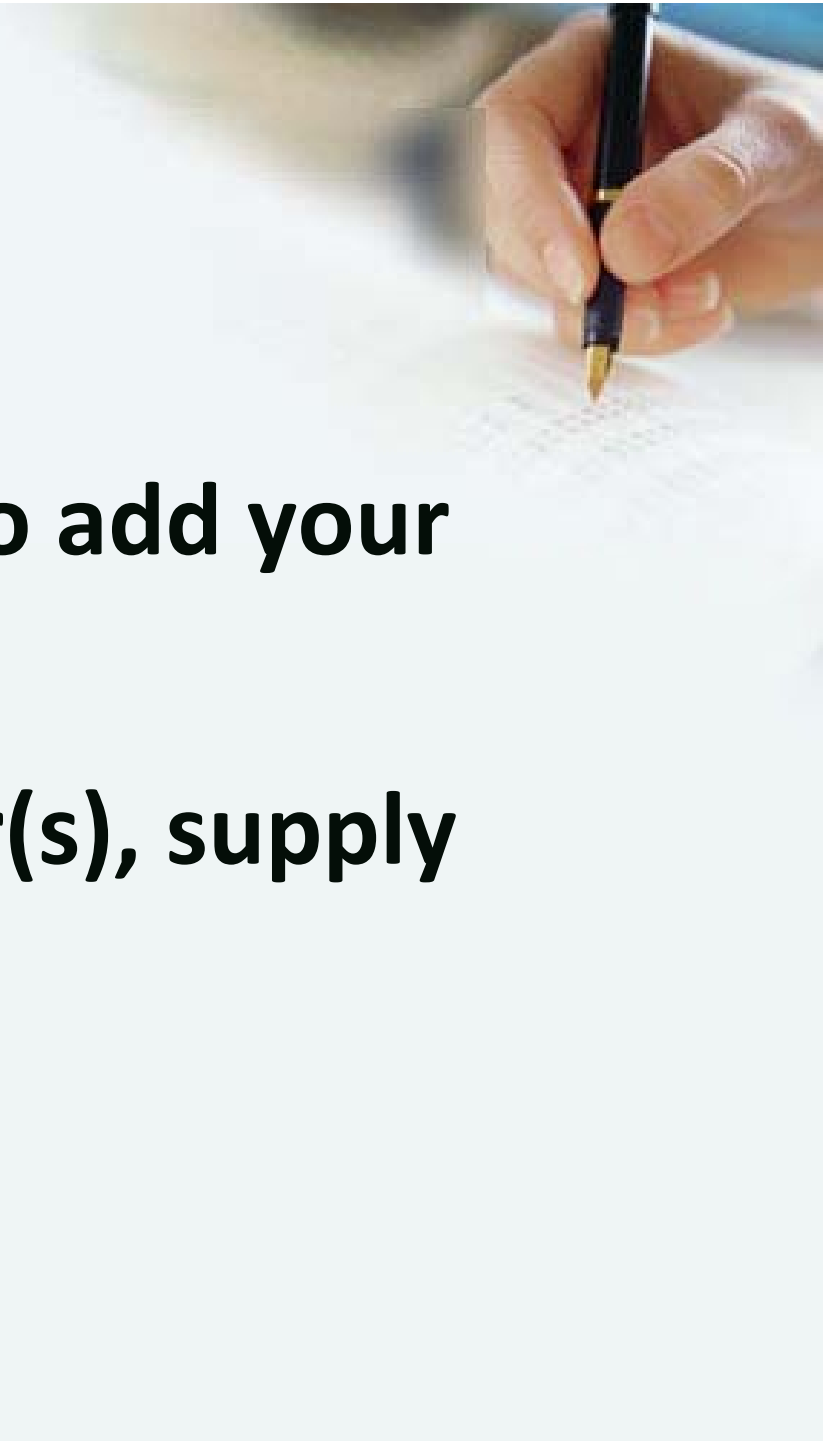
Show what you will contribute:

Objective: An entry-level position in mechanical engineering where strong leadership ability and good communication skills are needed.
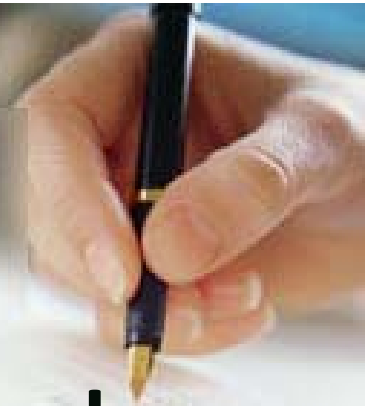
Education

- Its fine if you want to add your schools attended.

- List major and minor(s), supply interesting details.

Experience

- It should be in a reverse chronological order.

- Dates of employment (*2003–present*)

- Name and location of the company (*Con Edison, Brooklyn*)

- Add specific detail that shows your organization, cooperation, responsibility with action.

Fonts

- For text: like Times
- For headings: Arial or Helvetica are good choices to add visual interest
- Don't choose non-standard fonts like Comic Sans or Lucida Handwriting
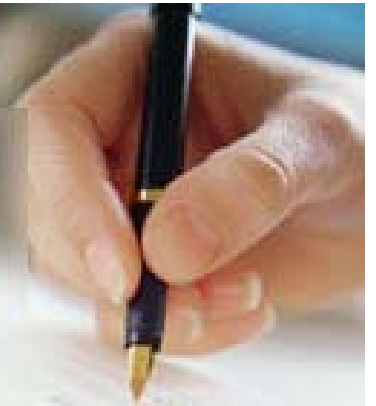- Font size should be 11 or 12 point

Template to Use

Your CV

Recommendations

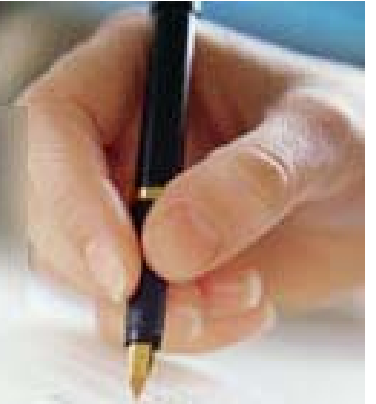- Recent graduate or less than 3-5+ years of experience = 1 page for your CV.

Recommendations

- 3-5+ years of experience

    = 2-3 pages for your CV.

Recommendations

- Make it professional with no spelling or grammatical mistakes.
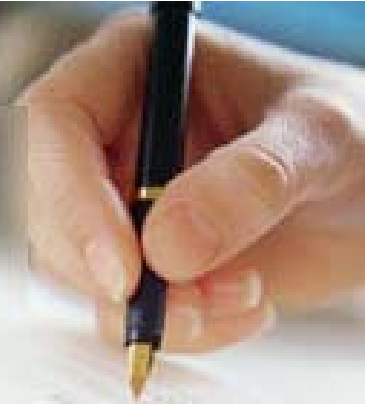
Recommendations

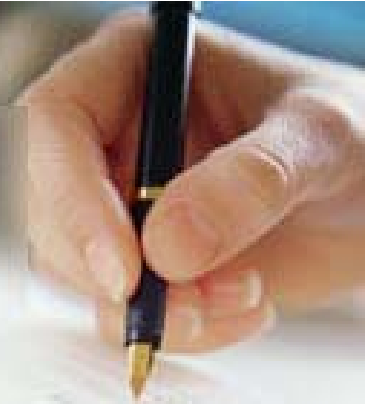- Use italics or bold lettering to draw attention.

Recommendations

- Don't use more than 2 fonts, Just one for the headers and the other for the text.

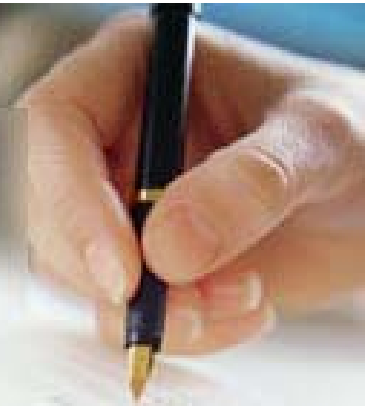# Recommendations

- Pay more attention to the colors you use.

Recommendations

- Do not ask for a salary.

Recommendations

- Be accurate and honest.

Q & A

Thank You