



HOW TO WRITE A CV

THE FIRST CHEPs CONFERENCE & WORKSHOP

“Education for community development”

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OBJECTIVES

1. What is a Curriculum Vitae
2. Curriculum vitae and resume
3. Why we need a CV
4. Components of a CV
5. DO's and Don'ts
6. The final test

What is a CV?

- A CV (Curriculum Vitæ) which means course of life in Latin) is an in depth document that contains a persons achievements(educational and professional history. Not an autobiography
- Provides an overview of a persons academic accomplishment, credentials, experience and other qualifications
- Not going to get you a job, only an interview

CHARACTERISTICS	RESUME	CV
Length,	One or two page summary of your skills, experience and education.	Longer (at least two page) and more detailed synopsis.
What is included	A concise document that lists your skills and experience so that prospective employers have an idea of what you are capable of doing and what you are good at	Summary of educational, academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details.
Use (purpose)	Doesn't have to be ordered chronologically, doesn't need to cover your whole career Highly customizable Adopted to every position applied for	Organized chronologically Doesn't change for different positions (difference is in cover letter) Applying for scholarships, grants, fellowships

Main difference: CV is intended to be a full record of your career history and a resume is a brief, targeted list of skills and achievements.

Your skills, experience and education are the most important aspects for both a CV and a resume (brief vs. relevant)

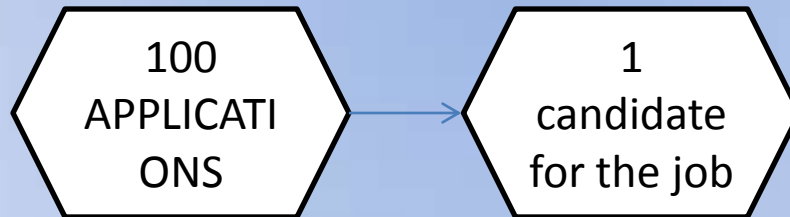
Why do we need a good CV

- ❖ Makes the first impression about you- Positions you in the mind of the employer, thus creating a value. Primarily a good CV must meet the employers needs and your needs
- ❖ An advertisement of you. A snapshot of who you are and your personal, professional, educational and work qualifications.
- ❖ The goal of a CV is to motivate an employer to interview us. The interview gets you the job, the CV gets you the interview

Why we need a good CV cont.....

Reflects more than paid work experience-
skills and abilities

Because of the recruiters/employers –many
applications and time factor



FIRST IMPRESSION COUNTS MOST

GOAL

Sell

Inform

Persuade

Components of a CV

	PURPOSE
PERSONAL DETAILS	Let's the employer know who you are and how you can be reached
CAREER OBJECTIVE /OBJECTIVE STATEMENT	The type of position in which you are interested in(concise and specific)
EDUCATION BACKGROUND	Educational experiences and degrees
EXPERIENCE(WORK HISTORY)	Responsibilities ,skills and accomplishments
Other relevant information	Professional Memberships, volunteer, licences, awards
References	vouch for your abilities

Components of a CV

HEADING –name followed by CV

PERSONAL DETAILS /CONTACT INFORMATION

1. Names in full (first, middle(optional), Last
2. Address
3. Phone number(s)
4. Email address -be sure to have a good-looking email address .Be sure to check your email messages periodically!

Components of CV

Things NOT to include

- Personal information such as a picture, your race, gender , age, ethnicity, religion, sexual orientation or political affiliation, church affiliation etc.
- None of this information is relevant to the hiring process
- The only thing that the employer should be interested in is your professional experience

Components of CV

CAREER OBJECTIVE/OBJECTIVE STATEMENT/PERSONAL PROFILE

- Communicate clearly the type of position/career in which you **are interested in.**
- **provides the employer with what kind of experience you are pursuing**
- **Should be concise and specific –if done correctly an objective will help focus your cv**

Example: “ To obtain a position as an Administrative Assistant in a hospital setting.”

Experienced and innovative general manager with sophisticated sales, customer service and business administration skills.

Components of a CV

EDUCATION

- Degrees should be listed in reverse chronological order with the most recent listed first.
- Name of college/university
- Degree earned or earning spelled correctly (Bachelor of Arts, Bachelor of Science),
- Honors, minor, specific related courses, year (commencement/completion) Extra: GPA (if over 3.0)
- Relevant Coursework (Optional) This is for new graduates or current students. This lets the employer know which courses you have already completed. Do not list every course, only relevant courses to specific skills (principal courses)
- Professional training may also be listed either under Education or Training

Components of a CV

CAREER HISTORY /EXPERIENCE

- **Experience, capabilities, achievements**
 - Reverse chronological order.
 - Required: Position title, name of employer, dates of employment (month & year)
 - Description of job, specific responsibilities. Better than a list of job duties – list accomplishments/results/demonstrated skills
 - a) Give specific \$ amounts, years, %, etc.
 - b) Show your value and success.

Components of a CV

- When disclosing work experience be as specific as possible to show what you have done
- When writing this, be sure to include the responsibilities you had, the skills you have acquired and the accomplishments that you have made
- Extra: Street address, supervisor names, telephone number or reason for leaving, salary

Components of a CV

EXPERIENCE

Over 20 years proven expertise in industrial purchasing, manufacturing, logistics, business development, marketing, sales and service.

ACHIEVEMENTS

As general manager for Bigco Int. business achieved growth from £800k to £5m, increased new customer growth from 20 to 600 per annum.

CAREER HISTORY

(yr-present) - XYZ Corp. General Manager

Components of a cv

OTHER RELEVANT INFORMATION

1.Volunteer experience/community work

2.Professional membership/associations/civic activities/extra curricular activities/awards/

Emphasize leadership roles-In order to distinguish yourself from other applicants, highlight activities or positions where you obtained a leadership role

format

(organization name, date you participated in the program, position title, accomplishments and responsibilities)

Components of a cv

3. Additional Information Include any specialized skills, training, certification or licenses such as foreign language ability, ability to sign for the deaf, CPR,

- N/B For Fresher's, you may mention extra-curricular activities, which would highlight your suitability to the job.
- Proficiency vs. Familiarity in language and skills
- 4. Don't list interests and hobbies unless directly related to the position.

Components of a cv

What if I am a fresh graduate without experience?

- List your social activities, voluntary activities
- Emphasize your academic achievements
- Show that you are a quick learner and that you are willing to be trained
- Be confident as companies, at times, look for fresh graduates

Components of a cv

REFERENCES

- ✓ All individuals with direct knowledge of your abilities (academic, professional)
- ✓ Provides extra information that lets a potential employer know about your work history, your skills and experience. This information reinforces what you have written on your CV by giving someone else's word that your claims are accurate
- ✓ At least 2-3 references - former employers, especially a mentor or boss your teacher/lecturer/tutor your PhD supervisor or examiner
- ✓ Ask the permission of references before giving their names and number
- ✓ An employer will hold in high esteem referees that are well-known and can be easily traced to shed more information on the job applicant.

Components of a cv

Don't write "References available upon request."

Or

Do not send to employer unless they request it

Components of a cv

- a) Font at 12 pt. (no smaller than 11). Times New Roman, Arial, Bookman, Trebuchet, Lucida Sans, Garamond, Verdana etc.
- b) Be consistent with the layout, underlining, font, capitalizing, bold, italics, etc. Use, good margins, and tabs.
- c) Indented or bulleted statements-when listing responsibilities and accomplishments
- d) Spell and grammar check!
- e) Don't lie

The final test

- ❖ Does it clearly and quickly communicate to employer that you can do the job?
- ❖ Do your strengths come across?
- ❖ Does everything support the job you are targeting?
- ❖ Should anything be removed?
- ❖ Does it really sell your skills?

Questions or comments ???

COVER LETTER

- First (initial) written contact with a potential employer-Introduces a job seeker to a prospective employer and sells the job seeker in the best manner possible
- States qualifications in reference to the job(identifies your most relevant skills, experiences/interest) –why you are qualified for the job
- Also stands as a sample of your writing skills. So be sure to make it the best possible sample you can. If you are sending your resume /cv via email - the cover letter is the email message itself.

Types of cover letters

1. The **application letter**
2. The **prospecting letter**
3. The **networking letter**

Application letter (target cover letter)

- Responds to a known/specific job opening
- Addresses the job skills mentioned by the organization

Prospecting letter/letter of interest

- Inquires about possible positions you may be qualified to fill
- lets a prospective employer know that you are interested in the company/organization (current/future job openings)
- should contain information on why the company interests you and why your skills and experience would be an asset to the company
- Details skills in the area of work you are looking for in relation to the company

The networking letter

- Function as letters of introduction, referral letters,
- Requests information and assistance in your job search
- These letters can be sent to people you know or to people to whom you were referred
- Serve to recommend you to a company based on past experience you have had with other work.
- When well written, can be a powerful tool in finding the work you want

COVER LETTER

3 Key Elements of a cover letter:

1. Introduction
2. Body
3. Conclusion

COVER LETTER

1.INTRODUCTION

Who you are. In a nutshell, this is your personal branding statement that describes your professional attributes, key skills, attitudes, accomplishments and the value you bring with you to your next job.

Introduce yourself and state why you are writing; you are enthusiastically presenting yourself for a job, and your background and what makes you the best candidate.

COVER LETTER

2.BODY

- **Be clear on why you want to work with that employer** and present this in a way that will prove you did your research pretty well. Demonstrate that you understand the business you want to join and that you are also able to see an opportunity for self-fulfilment with the same employer.
- **Clearly demonstrate the contributions you will make to the employer.** Ask yourself how your set of skills and past experiences will directly impact the company. This paragraph can be called the "What can you do for the employer?" section.

COVER LETTER

- **You must state your value-**Highlight specific /RELEVANT skills mentioned in the job description, speak about how you have successfully used these skills and how you can add value to the employer by continuing and/or expanding what you have done so far in your career
- OR Mention a key accomplishment and relate it to a key responsibility of the new position.

“The key is to give the reader a small glimpse into your background, which encourages them to want to learn more by reading your resume.”

COVER LETTER

3.CONCLUSION

- I. **Learn to explain your intentions**-You must explain why you have attached a cover letter in the first sentence or two.
- II. **Call to action**- Indicate your desire for a personal interview and
- III. **Give contact information** E-mail address ,Landline phone number(s) Cell phone number
- IV. **Close your letter** -End all letters with a courteous closing sentence -Thank you for your assistance. **Never ever conclude a letter with a facetious "I hope you call me" type of ending.**

WRITING A COVER /OFFICIAL LETTER

LETTER FORMAT

1. Your name, address; city;
 2. Date
 3. Audience name and job title,
 4. company name,
 5. address, city,
 6. Salutation / attention line –
- ❖ **Always address a cover letter to the right person- Dear Sir/Madam approach -**

7.Body of letter

8.Complimentary close-Choose a traditional complimentary closing Sincerely yours, Very truly yours, Respectfully yours ,

9.signature block-typed name four lines below complimentary closing phrase with space for signature

DO's and Don'ts

- ❑ **Perfect spelling and grammar are mandatory**-A cover letter is “a writing-skills evaluation in disguise. Go through your cover letter again and again to ensure that it contains no typos or poor grammar. Always engage a trusted friend who is grammatically superior to proof read the cover letter for you.
- ❑ **Make it brief and precise.** One page of a cover letter is perfect. Half a page is better. Make sure you present a very succinct about you to the employer. This will present you as a great communicator.
- ❑ **Be professional and concise.** Avoid unnecessary humour in your cover letter. Try as much as possible to strike and maintain a business tone throughout.

DO's and Don'ts

- ❑ **Sing aloud your praise.** Always put yourself in the positive light and never give hints that you may be under qualified for the available position even if you think you are.
- ❑ **Strike a comparison between the cover letter and your CV.** Never mention work experience in the cover letter that isn't included on your CV. Failure to observe this will quickly fade all your chances of ever making it to the interview level
- ❑ **Always be enthusiastic.**-Emotions can be read in your cover letter. Be warned that you should never use the cover letter to express your struggles and frustrations you went through in job hunting or in your last job. Expressing excitement and enthusiasm for a position and organization is perfectly acceptable and will give you an upper hand.

Cover letter

show don't tell

Innovative- Created new employee orientation program

Results-driven -Secured 5 new accounts worth \$2K each in monthly revenue

Exceptional -Ranked 1st in sales among peers

Highly motivated -Pioneered new employee incentive program

Outstanding -Achieved Employee of the Year for breaking existing sales record

The effective cover letter

- ✓ There is no one perfect cover letter - Each cover letter must be produced for a specific employer.
- ✓ The more you know about an industry and a particular company, the more effective your cover letter will be

CONCLUSION

THANK YOU