

# CURRICULUM VITAE WRITING

## By Enhanced Education Group.

### What is a Curriculum Vitae?

A Curriculum Vitae (“CV” or “vitae”) is a comprehensive, biographical statement emphasizing your professional qualifications and activities. A CV differs from a résumé in that a résumé is a concise one or two page summary of your skills, experience, and education and is typically read for an average of 4 seconds. A CV is usually longer and more detailed. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details. Although CVs incorporate more information than résumés, CVs must be equally well-crafted documents that are concise, descriptive, and persuasive.

### When is a Curriculum Vitae Appropriate?

A CV should only be used when specifically requested. This might occur in the following instances:

- ✓ Job applications
- ✓ Applications for admission to Graduate or Professional Schools Independent consulting in a variety of settings
- ✓ Providing information related to professional activities (e.g. applications for professional memberships and leadership positions, and presentations at professional conferences)
- ✓ Proposals for fellowships or grants
- ✓ Applications for positions in academia, including: School Administration (e.g. principals, superintendents, deans of schools)
- ✓ Institutional research and consulting Higher Education positions in teaching, research, and administration

### Cover Letter for CV

Although a CV is a complete record of your accomplishments, a cover letter should accompany your vitae to personalize your experience. Cover letters are writing samples that:

- ✓ Tell the reader what you are applying for

- ✓ Introduce the reader to who you are
- ✓ Ensure that the reader has your contact information

### **Proof Reading and Editing**

Have your CV and cover letter critiqued by several people, including someone experienced at reading résumés and cover letters, for their impressions and suggestions. Make the appropriate changes and present the revised version for critique. At least three revisions are usually needed to produce a solid product.

### **Printing Your CV and Cover Letter**

Your CV and cover letter should be word-processed on standard white copier paper. Today, it is normal to see uploaded electronic CVs. We highly recommend that a CV is converted to Adobe PDF format so that your fonts/formatting remain consistent no matter the operating system or standard fonts loaded on the reader’s computer. The envelope should always be a standard, business-sized of matching color. Unless your writing is extremely neat and easy to read, you should type your envelopes, including full name and title, specifically addressed to the person you identified in your cover letter.

### **Sample Format**

**NAME:**.....



**Cell phone no:** .....

**Email:** .....

### **PERSONAL DETAILS**



**Gender:**

**Date of Birth:**

**Nationality:**

**Language:**

**Driving License: (Optional)**

❖ **Tip:** Make sure your con- tact information is up-to-date. Nothing is more frustrating for an employer than outdated contact information. If your contact information changes, be sure to submit a new C.V. to the employer and request that the old one be dis- carded.

## CAREER OBJECTIVE

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- ✓ The Career Objective and Summary sections are fast, effective ways to hook the reader into looking at the rest of your C.V. It gives your C.V. focus so the employer does not have to sift through all the sections to find out what position you would be good for. The Career Objective or Summary should follow your contact information.
- ✓ A Career Objective should outline your short-term goal; the rest of your C.V. should focus on relating your experience to this goal.
- ✓ A Career Objective is: one or two sentences which summarize the career direction you hope to take; and should answer one or all of these questions: what, where, with whom and at what level of employment?
- ✓ **Example**
  1. To utilize my education and experience to enhance organizational effectiveness and client relations as a Financial Administrator.
  2. To combine my degree in English Literature with my reputation as a creative individual to launch my career as a talented Writer and Editor.
- ❖ **TIP:** Include a Career Objective if you have a fairly clear idea of the department or position you are interested in. If you are not sure, or do not want to limit your application, a Summary might be better.

## ACHIEVEMENTS

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- ✓ Create 3-7 professional statements which describe your achievements.
- ✓ These points build evidence and credibility.
- ✓ Relate them to the job requirements. They need not all be work-based. They can be from other activities, but must show you can 'make a difference', relevantly.
- ✓ Show achievements that best illustrate your capabilities relevant to the needs of the new job.
- ✓ Show achievements which demonstrate that you could 'make a difference' relevantly in the job
- ✓ . Achievements need not be work-related, especially for young people with little work history
  - ✓ Importantly, give scale, facts, figures to your achievements - be concise and specific

**PERSONAL ATTRIBUTES**

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- ✓ Create 4-5 descriptive bullet-point phrases that describe your strengths and attributes.
- ✓ These statements should also reflect the personal qualities that the employer seeks.
- ✓ Keep the statements simple and clear; one line for each statement.
- ✓ Use a consistent format and readable typeface; use professional, concise, intelligent language.
- ✓ Use good, appropriate punctuation; semi-colons are effective for joining word-strings. ✓  
Ensure you can provide an example (at interview) for every statement you make on your CV

**Example:**

- Excellent interpersonal skills
- Strong teamwork ability
- Excellent communication skills

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**AWARDS.**

- ✓ If you have been recognized for excellence or for an important contribution, you may include an Honors and Awards section.
- ✓ However, be selective in putting down awards: they should be significant, relevant and current. Another option is to create a sub-section.
- ✓ For example, in Education you could include a sub-section that lists your academic honors.

**WORK EXPERIENCE.**

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- ✓ Create 5-7 professional statements which explain your experience/specialisms/strengths.
- ✓ Personal Profile is you as a person. Experience/Specialisms/ Strengths are your capabilities.  
Make all points very relevant to the job/employer needs.
- ✓ Think about what the employer is seeking and try to match these requirements. • Your statements here should be examples/evidence of how you fit the needs of the job. •

Statements can describe experience, skills, strengths, knowledge, style, attitude

**Example of career related experience****Marketing Assistant (date-date)**

- ✓ Led a marketing team with the goal of increasing sales.
- ✓ Maintained and updated company website.
- ✓ Oversaw production of company catalogue.

❖ **Tip:** Remember, relevant skills may include both the hard skills and soft skills you have acquired through work, volunteer, extra-curricular, intern- ships and school experiences.

## **ACADEMIC QUALIFICATIONS**

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- ✓ List your academic qualifications/degrees and years of study in reverse chronological order (if you have not yet received your degree, you can put the expected date with “expected” next to it or “to present”
- ✓ Include the name and location (city, province/state, country) of the institutions where you studied, as well as scholarships and educational awards (if you have many of these, you may want to create a separate section called Awards and Scholarships); and
- ✓ Include any specialization (major, minor), authorships, thesis, or honors work if relevant to the job for which you are applying **Other Trainings:**

## **PROFESSIONAL ASSOCIATIONS**

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- ✓ Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

## **COMMUNITY INVOLVEMENT/VOLUNTEER EXPERIENCE**

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- ✓ Appropriate and relevant volunteer work, church work, community service, etc.  
**TIP:** These sections can be titled in a variety of ways. You could group ideas under one main heading, such as “Activities.” Subsequent sub-headings could include:  
  
-Sport      -Academic involvement -Community Involvement

## **EDUCATION TRAVEL**

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- ✓ Names of countries, dates, purpose (typically, only include if relevant to the positions/grant for which you are applying).

## **COMPUTER PROFICIENCY**

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**Example: Ms-excel, Ms-access, Auto-card**

## **ARTICLES ,PAPERS AND PRESENTATIONS.**

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- ✓ List if any for academia purposes

## **LEADERSHIP POSITIONS**

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- ✓ Organization and position held

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**HOBBIES & INTEREST**

- ✓ Show hobbies/interests indicating personal qualities that are relevant to the job requirement

**REFEREES**

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Remember to verify that the information you provide is accurate. Always let your references know they might be contacted. Take advantage of this time to talk to your references about the position so they can emphasize the things which are most relevant. Include:

- ✓ Name
- ✓ Title
- ✓ Connection to you
- ✓ Name of organization
- ✓ Address
- ✓ Phone number
- ✓ E-mail

**CUSTOMIZING YOUR C.V****❖ Content**

- ✓ Make sure your C.V.'s content is targeted towards your specific employment objective.
- ✓ Do not include extraneous or irrelevant material.
- ✓ Review, review and review. There should be no spelling or grammatical mistakes. Do not rely solely on spell check because a word may be spelled correctly, but used incorrectly.) Use action verbs to describe your skills, accomplishments and responsibilities.
  
- ✓ Keep your statements short. Do not use lengthy sentences or descriptions.
- ✓ Be concise! Eliminate "fluff," such as "responsibilities include..." ✓ Be positive - do not include negative information.
  
- ✓ Update your C.V. regularly as you acquire new skills and experiences. ✓ Organization and Layout

**❖ Size**

- ✓ Should be approximately two pages in length. The first page is the most important so present your most compelling information first. If the reader is not convinced you are a strong candidate by the end of the first page, they have little reason to continue reading.
- ✓ Organize your sections in an order that best supports your employment objective. If your education is your strongest selling point, put it first; if your work experience is your strongest selling point, put it first instead.
- ✓ Include your Contact Information at the top of the first page. Include your name and phone number in the top corner of each subsequent page.

**❖ Format and design**

- ✓ Your C.V. should be cleanly formatted.
- ✓ Use a common type face (Times New Roman, Arial, Verdana) and do not change fonts throughout (changing fonts decreases readability).
- ✓ Use a legible font size (preferably 12 point).
- ✓ Section headings should stand out: use capital letters, a bold type face or underline to emphasize section headings. Your header can be formatted in a different font and should be larger (approx. 14-16 point),but be tasteful in your choice! Your margins should be around 3/4" all around.
- ✓ Print in a clear paper with a good quality printer.