VETS5011

How to write a Curriculum Vitae?

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What is a CV? (Resume)

- **Curriculum Vitae:** an outline of a person's educational and professional history
- **A CV is a marketing document**
- **There is no "one best way" to construct a CV**

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When should a CV be used?

- Applying for positions in academia/higher education (adjunct instructor, full-time faculty, researcher, school administrator)
- Seeking admission into graduate or professional programs
- Applying for employment with international firms
- Applying for a grant/ scholarship

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What information should a CV include?

The most important aspects

45%	**Previous related work experience**
35%	**Qualifications & skills**
25%	**Easy to read**
16%	**Accomplishments**
14%	**Spelling & grammar**
9%	**Education**
9%	**Intangibles**: individuality/desire to succeed
3%	**Clear objective**
2%	**Keywords added**
1%	**Contact information**
1%	**Personal experiences**
1%	**Computer skills**

From the brilliant 2010 Orange County Resume Survey by Eric Hilden

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What makes a good CV?

It is
- **targeted on the specific job/ objectives**
- **clearly laid out:** logically ordered, easy to read
- **informative but concise**
- **showing evidence**
- **accurate in content, spelling and grammar**

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Contents in a CV

- **Personal details**
- **Education and qualifications**
- **Work experience**
- **Interests and achievements**
- **Skills**
- **References**

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Personal details

- **name**
- **address**
- **date of birth**
- **telephone number**
- **Email**

   - France, Belgium, Germany: **photo** in the top right-hand corner (dressed suitably and smiling)
   - UK and the USA: NO photo

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Education and qualifications

- Your degree subject and university
- Mention grades, levels
- Thesis/ dissertation title

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Interests and achievements

- Show a range of interests
- interests relevant to the job
- evidence of leadership

INTEREST-POWERED

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Work experience

- **Use action words** (Ex. developed, planned and organised)
- **Try to relate the skill to the job**
- **Don't mention the routine, non-people tasks**

EXPERIENCE

KNOWLEDGE

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Skills

- Languages
- Computing
- Others

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References

- Normally two referees are sufficient:
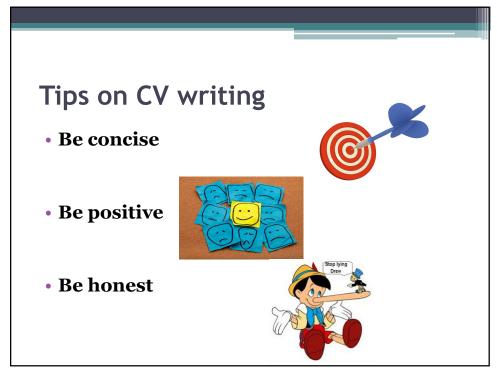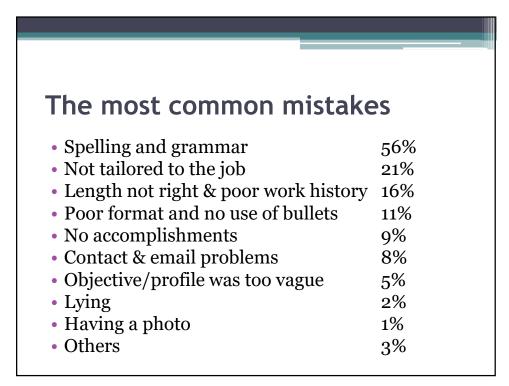 - one academic
  - one from an employer

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Tips

- Serif or San font?
- FONT SIZE is normally 12 points
  - 14 points is too big and looks crude.
- Bold the important data/ words (job titles, schools)
- Format
  - 63% preferred **MS Office Word** format .docx
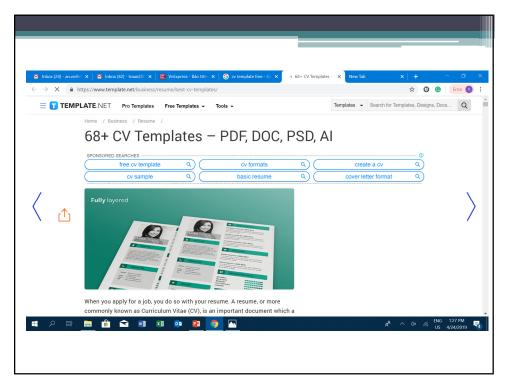 - 36% preferred **Adobe Acrobat** format .pdf

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Phân loại font

- *Serif* : chữ có chân

- *San Serif* : chữ không chân

- *Monospace*: độ rộng các con chữ bằng nhau

- *Script*: bắt chước chữ viết tay

- *Fantasy Decoration*: có hình thù đặc biệt

Adobe Caslon Pro

Cambia

Arial

Walkway

Lucia Console

monospace

Coronet free stype scipt

Scriptina

Pristina

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Viết chữ đẹp – nghệ thuật – công nghệ

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Tips on CV writing

- **Be concise**

- **Be positive**

- **Be honest**

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The most common mistakes

- Spelling and grammar   56%
- Not tailored to the job   21%
- Length not right & poor work history   16%
- Poor format and no use of bullets   11%
- No accomplishments   9%
- Contact & email problems   8%
- Objective/profile was too vague   5%
- Lying   2%
- Having a photo   1%
- Others   3%

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References

- University of Kent. Career and employability service. How to write a successful CV. http://www.kent.ac.uk/careers/cv.htm
- CV writing workshop, 2009. Nuffic Neso Vietnam

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Do you want to be a successful person?
What is a successful person?
How to become a successful person?

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