

Class 4 - The written CV

1. Warm-up

Decide which of these you would include in a CV and which you would not.

Give reasons for your answers.

- your photo
- your home address
- your hobbies
- any work experience you have had
- the name of the school/university you went to
- your gender
- your marital status
- your biggest achievement
- a list of languages you speak
- your date of birth

2. Advice for CVs

Explain what the speakers in a–e mean by matching the statements with their follow-ups 1–5.

- a) “I use online CV templates.” 3
b) “I like to use bullet points in my CV.” 5
c) “When I write about my work experience, I put the information in chronological order.” 4
d) “I only write about relevant experience and education.” 2
e) “I put my CV objective at the top of the CV and it is usually very short.” 1

- 1) “I write a couple of sentences about myself and my career goals.”
2) “For instance, I once did a painting course but I won’t write about it if I decide to try and get a job in accounting.”
3) “They have nice designs and when I use them I don’t have to think about details like where to put my email address.”
4) “This way, the most recent job is at the top and the first job is at the bottom.”
5) “I can use them to clearly list what my jobs involved.”

3. Mistakes on CVs

What do you think are the main sources of CV rejection?

Explain the figures in the infographic.

Give examples and predict how an employer could react.



	Examples of mistake	Employer's predictable reaction
picture	a photo that shows me in a group of people	"Where is the applicant in the photo?" -> puzzled
list of skills	too long list	"I don't want to read everything" -> bored
typos	wrong spelling of job roles or company names	"This person can't write" -> annoyed
email address	fun, unprofessional email address	"This person is not serious"

Then, brainstorm three more mistakes frequently made by candidates and how employers might feel about them.

1. not mentioning skills next to job roles -> employer will not know what skills you gained
2. using a fancy design -> might not even reach a human recruiter, might annoy them
3. using humour -> might annoy the recruiter

4. Video “Résumé basics”

Watch the first part of a video (00:00 to 01:23) about writing a résumé (another word for CV) and match the types of résumés with the statements.

[Resume Basics | Tips for Resume Format, Type, and Sections](#)

This type of résumé is good for people who have had a long break from work. [00:42] - functional résumé

Your skills are as important as your work experience in this résumé. [01:01] - combination résumé

In this résumé the earliest experience is written at the bottom. [00:26] - chronological résumé

Watch the second part of the video (from 01:24–02:58) and decide if the statements are true or false according to the speaker. Correct the false statements.

- a) You have to include your phone number in the contact information section. T [01:37]
- b) The résumé objective should say something about your skills. T [01:42]
- c) You should write at least two bullet points under each job title. F You should write between three and five bullet points. [01:56]
- d) You should only list soft skills. F You should include both hard and soft skills. [02:02]
- e) You don't have to write where your school/university is. F You should write where your school/university is. [02:29]

5. An example of CV

Look at the CV on the next page and discuss the questions.

- Is it a chronological, functional or combination CV? **chronological**
- Which pieces of advice did the writer use?
 - You have to include your phone number in the contact information section.
 - The résumé objective should say something about your skills.
 - You should write between three and five bullet points under each job title.
 - You should include both hard and soft skills.
 - You should write where your school/university is.

He used them all apart from the last one.

- Which of the skills in the CV are soft and which are hard? Why do you think so?

Possible answers:

soft skills – communication skills, public speaking, teamwork, time management;

hard skills – finance skills, knowledge of HR software

- Would you add any of those skills to your CV? Why/Why not?

- What do you like or dislike about the CV

DANIEL MORALES

✉ danielmo@mailbox.com ☎ 123-456-7890



I am a human resources professional with over five years of experience. I specialise in employee training and development. I would like to work for a company that helps employees unlock their full potential.

EDUCATION

B.A. in Psychology

San Dias University
2014-2017

SKILLS

Communication skills
Finance skills
Knowledge of HR software
Public speaking
Teamwork
Time management

EXPERIENCE

HR PROFESSIONAL

Really Great Company | 2020-Present

- Organised and conducted employee training
- Carried out surveys among employees
- Collaborated with managers to improve employee satisfaction
- Managed and planned HR budget

HR COORDINATOR

Great Company | 2017-2020

- Created and posted job ads
- Scheduled interviews with candidates
- Collected job requirements
- Improved the onboarding process
- Assisted with benefits administration

8. Look at the CV objective again and complete the notes.

- a) name of Daniel's profession: **human resources professional**
- b) how much experience Daniel has in the profession: **over five years**
- c) the important skill Daniel includes: **employee training and development**
- d) Daniel's career goal: **work for a company that helps employees unlock their full potential**

Look at the CV objective again and complete the notes.

- a) name of Daniel's profession: **human resources professional**
- b) how much experience Daniel has in the profession: **over five years**
- c) the important skill Daniel includes: **employee training and development**
- d) Daniel's career goal: **work for a company that helps employees unlock their full potential**

6. Objective or Career Aim

Your CV should include an aim / objective. This is an excellent way to grasp attention and to give the reader some focus to the sort of career you want to enter.

- avoid overgeneralized statements, such as *“A position allowing me to utilise my knowledge and expertise in different areas.”*
 - avoid statements that focus only on what a company can do for you: *“A position where I gain experience in working on IT problems.”*
- Prefer: *“To find employment as a junior scientist or technician to launch my scientific career.”*
or *“To develop my skills/acquire hands-on experience in the field of.....through an internship.”*

→ Write your Aim / Objective

Homework

Chronological CV - Find the equivalents for these words

à la recherche de: **seeking**

un poste d'ingénieur: **an engineering position**

un stage: **an internship**

compétences mises au service de...: **skills utilized to... + V**

Licence en sciences : **Bachelor of Science**

obtenir son diplôme avec les félicitations du jury: **to graduate cum laude**

résoudre (des problèmes): **to troubleshoot**

effectuer (une tâche): **to perform**

recueillir (des données): **to collect (data)**

mettre en place: **to set up**

faire office de: **to act as**

Jane Moore

1414 West Wilson, Seattle, WA 98105, 206-555-1212

jmoore@anymail.com

<http://www.linkedin.com/janemoore>

OBJECTIVE

Seeking an entry-level software engineering position in which my internship experience in programming, Unix/Linux environments, and cloud computing, and my creativity and strong problem-solving, interpersonal, and communication skills can be effectively utilized to help assist users and increase profits.

EDUCATION

Stanford University, Stanford, California, 2010–2012
Master of Science in Computer Science-Mobile and Internet Computing Track

Stanford University, Stanford, California, 2006–2010
Bachelor of Science in Computer Science
Graduated cum laude
President of Campus Leadership Society

WORK AND INTERNSHIP EXPERIENCE

September 2011 – Current : Genius

- Work at Genius Bar to troubleshoot customers' hardware and software problems
- Named "Employee of the Month" for December 2011

Amazon - Seattle, Washington

June 2011–August 2011 - Software Engineering Internship

- Performed code-level troubleshooting of traffic anomalies
- Helped engineers build new automation infrastructure
- Collected and analyzed statistical data

COMMUNITY INVOLVEMENT

Tech Corps, Seattle, Washington, Summer 2011/Summer 2012

- Taught programming to young people ages eight to 18
- Set up technology infrastructure at schools and community centers

Google Student Ambassador, Stanford University, 2010

- Acted as campus contact for Google teams
- Planned and hosted fun and informative tech-related events on campus
- Educated fellow students about Google's culture and products

COMPUTER SKILLS

C, C++, Java, Python, Unix/Linux, Windows

Functional or skill-based CV - Find the equivalents for these words

poste à temps plein : **full-time position**

à dominante ... : **with emphasis on ...**

moyenne des notes obtenues [acronyme] : **GPA (Grade Point Average)**

interface de programmation [acronyme]: **API (Application Programming Interface)**

étudier, concevoir et mettre en œuvre: **research, design and implement**

récolter des données sur (un projet) : **to document (a scheme)**

mettre à niveau : **upgrade**

concours : **contest**

Leo N. Bize

e:mail: leo.n.bize@rose-hulman.edu - <http://www.rose-hulman.edu/~bizeln>

School Address:
5500 Wabash Ave, Box 19887,
Terre Haute, IN 47803
(812)877-1511

Permanent Address:
2160 Greentree Road,
Pittsburgh, PA 15212
(412)256-5688

Objective Full time position in the field of computer science with emphasis on both hardware and software

Education B. S. Computer Science, May 2005 GPA 3.33/4.0
Rose-Hulman Institute of Technology, Terre Haute, IN

Skills Computers

- C, Visual/Turbo C++, Maple, Matlab, Glut, OpenGL, Ada, BASIC, LISP, CadKey, AutoCAD, Pro/Engineer, and LogicWorks
- Wrote programs now in use at Inland Steel Bar Company for metallurgical calculations

Robotics

- Custom circuit board fabrication, computer interfacing
- Robotic gantry cranes, remote exploration vehicles, all home-built
- Voice and screen menu driven control, robot control program APIs
- 2-D ultrasonic area mapping and robotic vehicle location through wireless data links
- 3-D computer simulation/virtual reality with a Nintendo Power Glove

Experience CYBO Robots, Indianapolis, IN

Software Development Intern

Summer, 2014

- Researched, designed, and implemented a new robot move database which was "generic, expandable, and flexible"
- Used MAPLE for circular interpolation, representation, and translation prototyping
- Code currently being used in new controller to be shipped to Caterpillar Oct. 2015

Software Testing Intern

Summer, 2013

- Designed, executed, and documented a testing scheme for a robotic welding platform
- Wrote robotic control code, debugged electrical/electronic systems
- Test results are now begin used to upgrade and further develop current systems

Field Robotics Center, Carnegie-Mellon University, Pittsburgh, PA

REU Intern

Summer, 2012

- Assisted in the development of a prototype robot, Houdini
- Developed and tested the mechanical systems and hydraulic assemblies

Honors

- Kauffman Foundation Entrepreneurial Internship Program, Summer 2003
- First Place, American Society of Computing Machinery Programming Contest

Combination CV - Find the equivalents for these words

diplôme de ... : **Major in ...**

actuellement : **currently**

obtention du diplôme : **graduation**

circuit imprimé ARM : **ARM board**

excellente connaissance de ... : **strong understanding of ...**

en langage courant : **in plain language**

mener des recherches : **conduct research**

notes de synthèse : **briefing notes**

groupes de discussion : **focus groups**

enquêtes : **surveys**

acquérir de l'expérience à travers ... : **to gain experience through**

former les nouveaux employés : **to train new employees**

sites institutionnels : **corporate websites**

fournir un accompagnement de niveau II : **to provide tier two support**

tenir à jour un inventaire : **to maintain (an) inventory**

assurer un service client efficace et courtois: **to provide friendly, effective customer service**
engagement, enthousiasme : **dedication**

BLIMEY James

123 Main St., Victoria, BC V8W 3P6 • Email: james.blimey@uvic.ca • Phone: (250) 555-5555

EDUCATION

Computer Science Major / Business Option (Co-op) University of Victoria.

Currently in 3rd year; GPA : B+; seeking Work Term 3. Graduation anticipated for 2014.

Trout Lake High School, Trout Lake, BC. Graduated in 2010.

TECHNICAL SKILLS

- Programming experience with C, C#.NET, Python and Java, as well as some database experience using MySQL and Postgres.

- Design and Animation: AutoCAD, 3D Studio Max

- JavaScript, HTML and CSS: created a variety of websites, commercial and personal

- Assembly Language: Programmed an ARM board; coded a lunar landing game

- Currently learning VB.net and C#

- Operating Systems: Linux, Unix, OS 10, Windows XP

- Troubleshooting and configuration experience in both Windows and MacOS based systems

- Strong understanding of various data structures and algorithms

- Application experience in a variety of office suites, multimedia and graphics programs, network utilities

- Able to explain high-level technical concepts and ideas in plain language to end users/clients

BUSINESS SKILLS

Conducted marketing and statistical research, writing up results in concise briefing notes; organized and lead both focus groups and surveys.

Gained project management experience during co-op work term and through university software engineering courses

WORK EXPERIENCE

Internet Multimedia Developer (Co-op Work Term #2) Fall 2011 - Dewey, Cheatem and Howe Corp.

- Designed social media solutions for marketing department
- Integrated new and upcoming media technologies into existing infrastructure
- Worked with small team to plan for upgraded internal streaming infrastructure
- Trained new employees in a rapidly expanding team environment
- Collaborated with external customers and business partners to determine best practices for user interface design for corporate websites.

Computer Help Desk Consultant (Co-op Work Term #1) Spring 2011 - University of Victoria

- Provided tier two support to University faculty, staff and students in their use of the campus network, dial-in services, applications, operating systems, and various hardware.
- Solved variety of user problems, including account set-up, password issues, software configuration.

Sales Associate/Computer Assistant
Ltd.

Summers, 2009-2010 - Trout Lake Computers

- Configured PCs for customers, installing software and attaching peripherals
- Maintained inventory of parts, sourcing and ordering additional inventory as required
- Provided friendly, effective customer service; skilled at solving programs and explaining technical concepts in plain language.

AWARDS

Paige Turner Memorial Scholarship for computer studies and citizenship, Trout Lake High School
Passport to Education Scholarship Award

Various soccer awards for "leadership, sportsmanship, and dedication to the game"

HOBBIES AND INTERESTS

Camping, hiking, cycling, skiing.

Playing piano and trombone.

REFERENCES

Available at interview.



Degree equivalents

You do not have a “Bachelor’s degree”, you have a French “Licence”, equivalent to a Bachelor’s degree. Here are the equivalents.

Age or number of years	France	Great Britain	The United States
16	Diplôme National du Brevet (DNB)	GCSE (General Certificate of Secondary Education)	No equivalent
18	Baccalauréat Mention TB Autre mention	A-Levels (mention main subjects) With higher honours With distinction	High School diploma With highest honors With distinction
	DEUG (before 2004, no longer delivered)	French two-year university degree	Junior College Degree
After 3 years of university studies or 4 years in some British universities and in the USA	Licence Mention AB Mention B Mention TB	Bsc (Bachelor’s degree of science) in + specialist subject or BA (Bachelor of Arts) 2.2 (two-two) 2.1 (two-one) first	Bsc (Bachelor’s degree of science) in + specialist subject or BA (Bachelor of Arts) Cum laude Magna cum Laude Summa Cum Laude
After 4 years of university studies or 5 in some British universities		Master’s degree Msc (Master of science)	“graduate school”
5 years of university studies	Master	Master’s degree	Master’s degree
After a minimum of 8 years of university studies	Doctorat	Ph.D + in specialist subject or Doctorate in + specialist subject	Ph.D + in specialist subject or Doctorate in + specialist subject

Other useful equivalents

MIAGE	Computer methods applied to Business Management
Formation en alternance	Sandwich course, work-study course, course with in-company periods
D.U.T. / B.U.T..	Technical degree or HND (Higher National Diploma)
IUT	University Institute of Technology / Polytechnic school
Ecole d'ingénieur	Engineering school
B.T.S.	Degree of Qualified Technician or HNC (Higher National Certificate)
Classes Préparatoires aux Grandes Ecoles (CPGE)	Preparation for the competitive entrance examination to French Advanced Engineering Schools
Diplôme de secouriste / secouriste du travail	First Aid Certificate / Occupational First Aid Certificate
GSON	Data Science Skills Certification (complementary to Master's degree)

How to assess your level in foreign languages

1. Make sure you know what these words mean and practise pronunciation

fluent in - proficient in - bilingual - multilingual - native speaker - intermediate - advanced

2. Discuss the following issues

What are the various language skills commonly included in CVs?

What is the importance of each language skill in various professional contexts?

Analyse the language skills sections of the above 3 CVs and identify the language skills mentioned.

Discuss the descriptions in these CVs: effective or not? Make a note of useful vocabulary and idioms.

Do's and Don'ts for CV writing

Don't

- Write about yourself in the third person, for ex. He has worked to a consistent level...
- Attempt to be humorous.
- Leave gaps.
- Split an important point between two pages
- Overdo your hobbies.
- Use colourful paper or designs, fancy fonts, colours etc.

Do

- Read the details of the post carefully and tailor your CV to meet the requirements of the job
- Be brief and to the point : keeping your sentences short makes your CV sound punchy and concise.
- Focus on your strengths : stress the skills you have which are particularly relevant for the post ; if you have no employment experience, focus on your education
- Place temporary jobs not relevant to the position together, e g: 2012-2014: Various temporary jobs
- Include hobbies relevant to the job, such as those demonstrating teamwork and commitment
- Space = importance. Give more space to those parts of your CV that sell you better.
- Check spelling, punctuation (capitals !), grammar