

Curriculum Vitae

A Curriculum Vitae, also known as (CV). It is a document used to list one's qualifications and professional career.

There is no limit to how long a CV should be, but it is usually a two-page minimum summary of a person's academic background. It should also include any research experience, applicable publications, presentations, honors, awards and other related information.

CV vs. Resume

A CV is typically longer than a traditional resume. It includes additional sections such as research, publications, presentations, professional association and more. In contrast, a resume provides a concise picture of your skills and qualifications for a specific position. CVs are commonly two or more pages while resumes are typically only one page in length.

Components of a CV

A good CV should enable an employer to see at a glance who you are and what you have doing in your life, and the way in which information is organized could mean the difference between rejection and being offered a sought-after interview. Therefore, it is of utmost importance to make a good first impression.

A good CV should include the following elements:

a. Personal Details: a CV must begin with your contact information

- ⊗ Full Name
- ⊗ Address
- ⊗ Phone number
- ⊗ Email Address

b. Professional experience:

- ⊗ List your work experience, both paid and unpaid, in reverse order, starting by your current job (if you have one).
- ⊗ Include the name of the organization where you worked, the job title, the location, and the dates you were employed there.
- ⊗ for each application, include a short summary of your accomplishments, competences...
- ⊗ Use action verbs. For example, include words like “created”, “analyzed” to present yourself as a person who shows initiative.

- ∅ Do not leave any gaps in your work history. Always explain why you did not work during that time.

c. Education and qualifications:

- ∅ List your university qualifications; begin with the highest level of educational achievement.
- ∅ If you are still studying, make this clear and indicate when your course is going to end.

d. Skills and achievements: this section should provide a quick overview of your strongest and most pertinent skills or qualifications:

- ∅ Indicate computer skills and other technical skills related to the position.
- ∅ Include foreign languages skills.
- ∅ Include details of courses or training you have completed
- ∅ List, always in reverse order, any other professional achievements or awards you have received. Make sure they are relevant to the job you are applying for.
- ∅ Avoid generic, over-used phrases such as “team player” and “hardworking”. Instead, provide real-life examples that demonstrate all of these skills.

e. Interests: in this section, consider what impression you want to leave on the reader. Relevant interests can provide a more complete picture of who you are.

- ∅ Include interests that show positive traits or skills, such as dedication.
- ∅ Consider whether the employer would look favorably or unfavorably on that hobby or interest.

f. References: provide names and addresses of two people who are willing to be contacted by the prospective employer with a view to commenting on your experience and personal qualities.

P.S: Make sure that their permission is obtained before using their names, and try to ensure that your chosen referees are available at short notice.

Tips for writing a good CV

- ✚ Quality over quantity is the rule. Care should be taken to give accurate and descriptive, but concise, accounts of one’s participation.
- ✚ Your CV must be well organized and easy to read. Avoid the temptation to get creative; use a simple font like Times New Roman.
- ✚ Choose an effective format and be consistent.
- ✚ Use blank space between sections and leave 1-inch margins on all four edges.
- ✚ Use bolds, italics, underlines, and capitalization to draw attention.
- ✚ List all relevant items in reverse chronological order in each section.
- ✚ Strategically place the most important information near the top and/or left side of the page.
- ✚ Include only factual information.
- ✚ Proofread: before you send your CV to employers, take time to carefully check your spelling, grammar, and syntax. An error-free CV increases readability and demonstrates professionalism.