WRITING A SUCCESSFUL CV / RÉSUMÉ

1ο Εσπερινό ΕΠΑ.Λ. ΤΡΙΚΑΛΩΝ

Discuss about the following:

- What is a CV /résumé?

A concise document summarizing your work experience, education, skills, and professional accomplishments for job applications.

- What information is in a résumé? What parts does a résumé have?

Contact information, professional summary/objective, work history, education, and relevant skills (plus optional sections like certifications or projects).

- Who needs a résumé?

Anyone applying for a job, internship, promotion, or freelance client work.



- Why is a résumé important?

It serves as your professional first impression and persuades employers to invite you for an interview.

- How have résumés changed with technology?

They are submitted digitally, formatted to pass automated Applicant Tracking Systems (ATS), and frequently link to LinkedIn or digital portfolios.



- What makes a "good" résumé?

Clear formatting, error-free writing, tailored keywords for the job, and concise statements showing measurable achievements.

- How long does an employer typically look at a résumé?

About 6 to 7 seconds during the initial scan. It takes less than 1 minute during a more careful scan.

ANATOMY OF A RÉSUMÉ

A résumé usually has these 5 Sections:

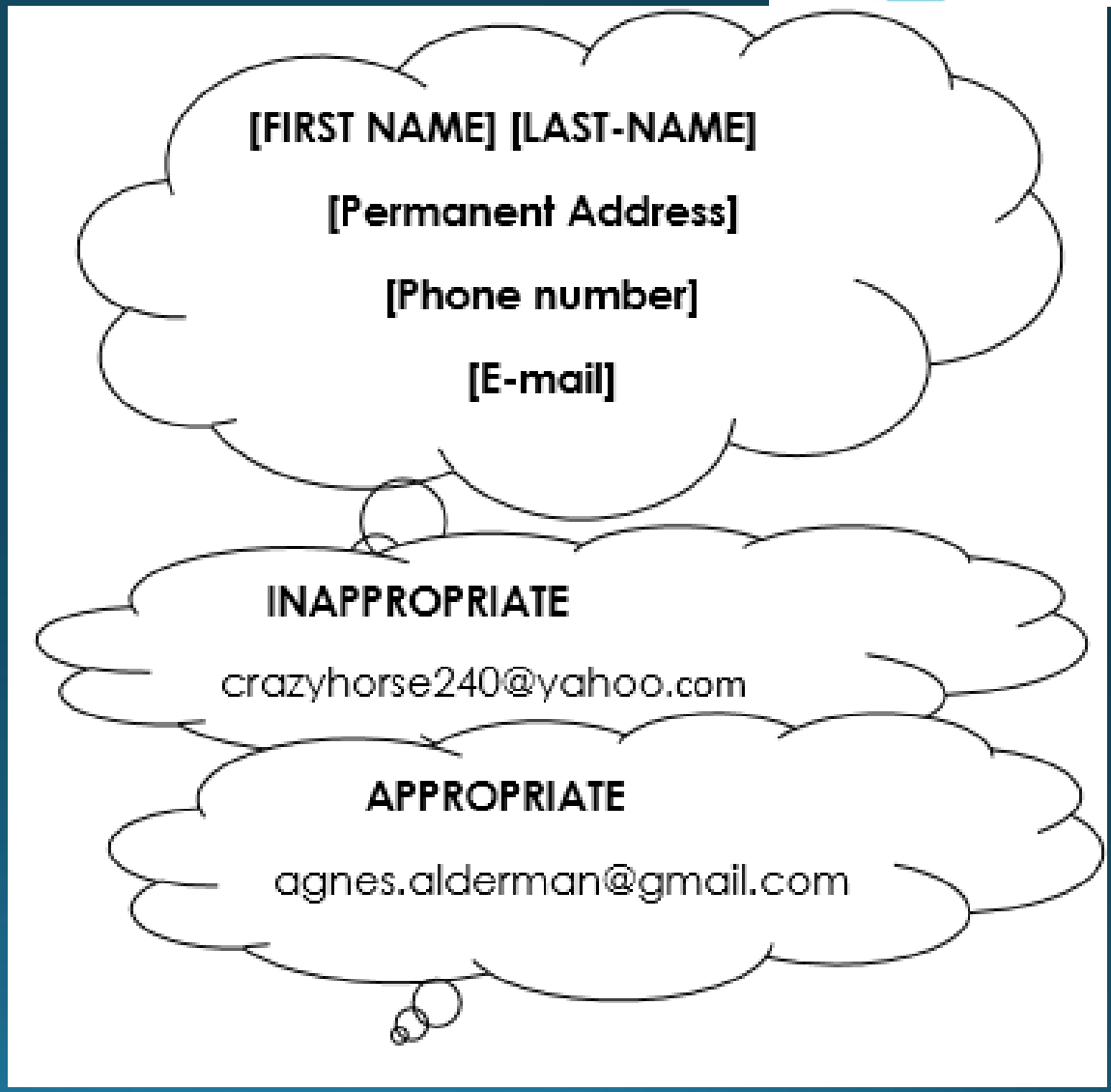
1. Contact Information ✓
2. Professional Summary/Objective/Career Profile ✓
3. Employment History ✓
4. Educational Background ✓
5. Other Skills, Non-Work Experience, and References ✓



SECTION 1: Contact Information

Things to consider:

- Name should be written in a large bold font
- Use a permanent address that can reliably receive mail.
- Use an appropriate personal e-mail address.



SECTION 2: Professional Summary

A professional summary has these features:

- about 3~4 sentences
- written in the third-person without "I" or "[your name]"
- uses adjectives, verbs, and other focused keywords that "match" qualifications for the position.
- describes the scope of roles, responsibilities, achievements, career highlights

example **CAREER PROFILE**

- Caring, compassionate Registered Nurse with seven years experience in private practice, hospital, and hospice environments
- Experienced Charge Nurse for cardiac and oncology floors for major teaching hospital
- Strong analytical skills, capable of assessing conditions and implementing appropriate intervention
- Effective trainer and educator for both peers and patients



SECTION 3: Work History

- Previous/Current Employer Names
- Dates worked (optional)
- Locations
- Job Titles
- Responsibilities, sk… achievements



Chronological Format

- List work in reverse chronological order (most recent job first)
- Include measureable accomplishments
- Good for people with steady work history

Functional Format

- Showcases skills and accomplishments first and lists your employers second
- Omits the exact dates worked (divide employers into present and past)
- This format works well for people who have gaps in the work history, older applicants who don't want to reveal their age, people who have held lots of jobs in a short amount of time, and younger workers who do not have extensive experience.

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SECTION 4: Educational Background

School Name, Location

Degree Earned, Graduation Date

Honors, Accomplishments, Relevant Coursework (optional)



CONSIDER the following:

How long since graduation?

Which degrees should you mention?

Where should you place this section in your resume?

SECTION 5: Other Skills, Non-Work Experience, References

Other Skills

- Languages (level of fluency)
- Computer and other technical skills

(typing speed, Microsoft Office, Operating Systems, industry-specific software, computer languages)

- Professional associations

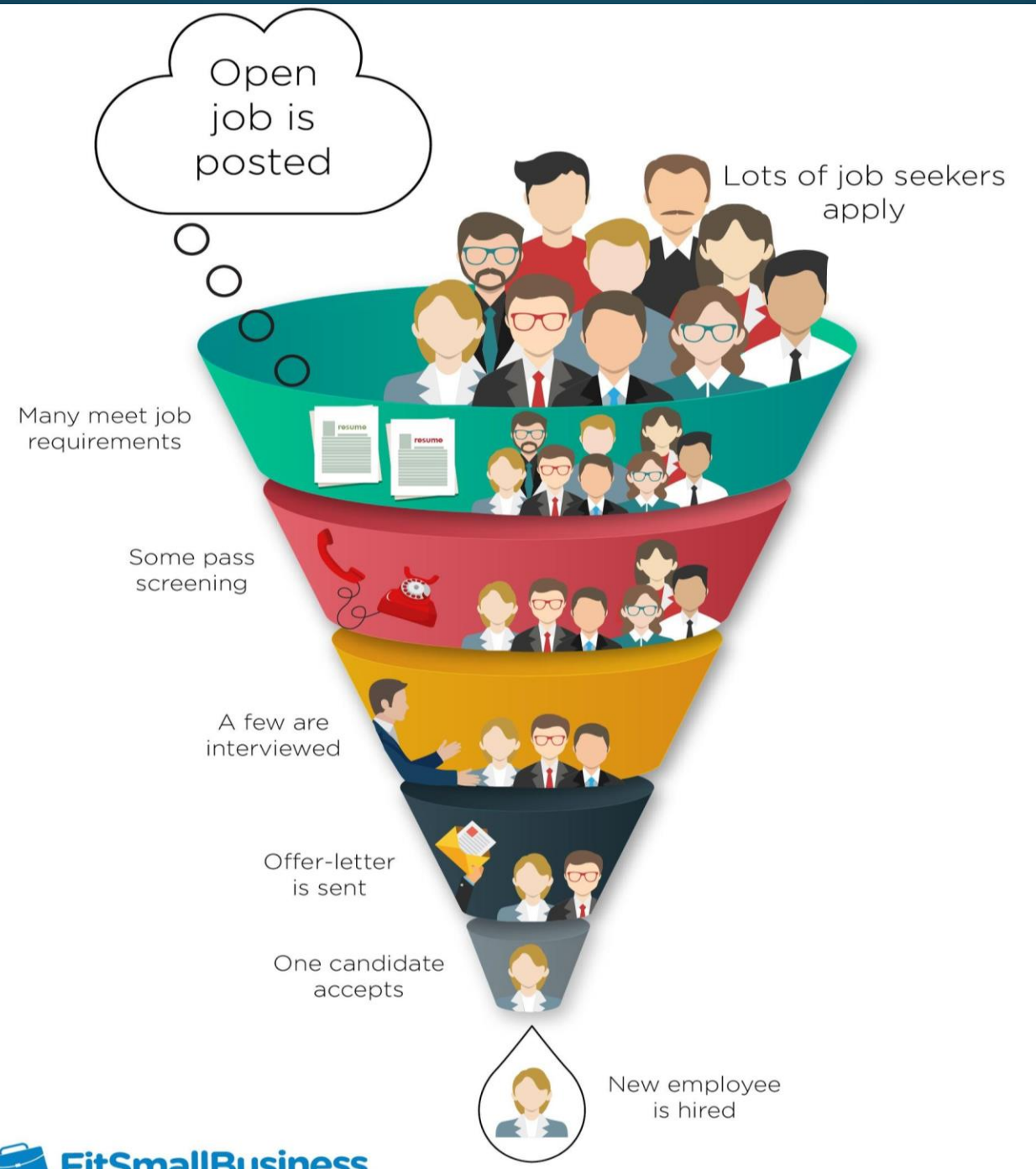
Non-Work Experience

- Volunteer service
- Way to demonstrate skills not listed in work experience

AVOID or "Don't Do This!"

- Lies
- Multiple fonts
- Pictures
- Overly personal information
- Salary
- Misspellings and other typos




Open job is posted
Lots of job seekers apply
Many meet job requirements
resume
resume
Some pass screening
A few are interviewed
Offer-letter is sent
One candidate accepts
New employee is hired
FitSmallBusiness.com
Get Your Business Into Shape