HOW TO CREATE YOUR CV?

Proyecto Integrate4Job



Contract number: 2011-1-TR1-GRU06-24811







Proyecto Integrate4Job







martes 12 de junio de 2012

What's in a name?

- Curriculum Vitae 'life story'
- Shortened to 'CV'
- Also called 'Resume'
- However, a CV is not, in fact, the story of your life. It is only about your educational and working life.





The CV – it is for ...

... the Selection Panel of the company or organisation which offers the job.

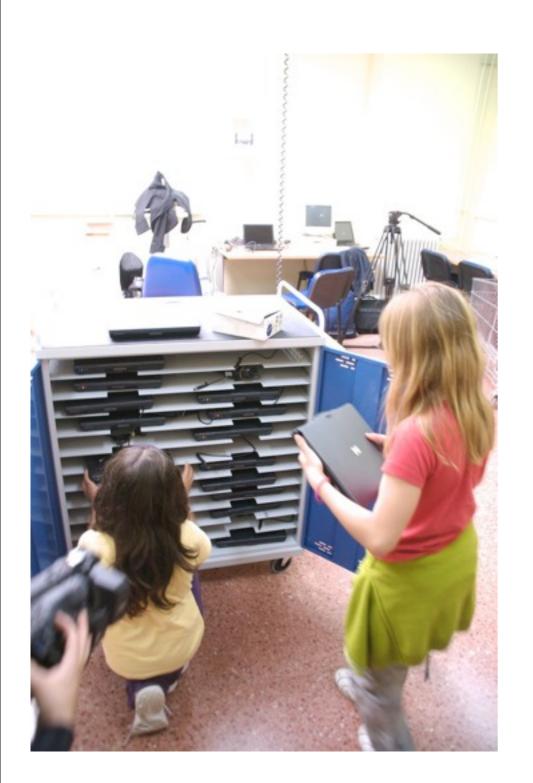
They will assess your CV against the needs of the job.

Each time you apply for a job, look at your CV again to ensure it fits this particular job. Do you need to add or delete some information?





Design your CV well



Be kind to the Selection Panel. Your CV must be easy to read.

- Paper white paper is best
- Font size 12 point for text; 14 or 16 for headings
- Font style Arial is best, then Tahoma, Garamond
- Underlining do not underline use bold
- Boxes, tables do not use them, not helpful
- White space is good don't cram your CV on one page!

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Personal Details

- Your name (Male Mr; Female Ms) Oanh Thi Tran (Ms); Anant Kalam (Mr)
- Address (XXXXXXXXXXXXXXX)
- Contact number (mobile and home)
- Contact email (<u>Prettyboy@hotmail.com</u> is not a very professional email address!)
- Status (Citizen, Permanent Resident, International Student)







Employment

Employers want to know your work status and your future plans. Tell them on your CV.

If you have done any paid work, give some details here.

For example:



Status: International Student Permanent Resident (Will apply for citizenship in April 20XX)





A new graduate?

• Your degree is the most important asset you have to offer an employer.

Put your degree on the front page of your CV. You can also add the subjects from your majors and minors.

 If you have just completed a Masters degree, then add your Bachelor's degree also.







EDUCATION

Bachelor of Commerce (Banking and Finance), University of , 20XX

- Banking and Financial Services subjects:
- Investment
- Business Finance
- Law of Financial Services
- Credit and Lending Decisions
- International Financial Management
- Financial Institutions and Markets
- Strategic Management
- Managing Financial Services Firms





Professional Skills / Knowledge

- Research and analytical skills
- Good customer service skills
- High level communication skills
- Supervisory and instructional experience
- Good knowledge of accounting practices
- Excellent IT skills MS Office, MYOB





Other informations

- Volunteer Work
- Memberships
- Referees







- ... include a photograph
- ... say if you are married, or have a family
- ... write about your hobbies or interests
- ... say where you are from





Europass CV as a basis

Structure

- Personal information
- Professional experience
- Education and training (formal)
- personal, social and organisational competences
- technical, artistic and other skills
- driving licence
- etc.

+ guidance and "pop-ups"





Europass CV

How can the CV be used to highlight (nonformal) experience from youth work?

- Self-evaluation: what am I able to do?
- In which way is it relevant for the "receiver"
- Who is the receiver?
- Can I justify/prove it?
- Which kind of competence?





Europass CV

Competences acquired in youth work

- Planning (time, money, people)
- organising
- taking responsibility
- working in teams and independently
- problem and conflict solving
- courage
- communication
- leadership, instruction







Can be downloaded from:

http://europass.cedefop.europa.eu/en/home





EURES

- The purpose of EURES is to provide information, advice and recruitment/ placement (job-matching) services for the benefit of workers and employers as well as any citizen wishing to benefit from the principle of the free movement of persons. EURES is much more than the Job Mobility Portal that you are visiting right now.
- In European cross-border regions, EURES has an important role to play in providing information about and helping to solve all sorts of problems related to cross-border commuting that workers and employers may experience.
- Set up in 1993, EURES is a co-operation network between the European Commission and the Public Employment Services of the EEA Member States (The EU countries plus Norway, Iceland and Liechtenstein) and other partner organisations. The joint resources of the EURES member and partner organisations provide a solid basis for the EURES network to offer high quality services for both workers and employers.

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