

HOW TO CREATE YOUR CV?

Proyecto Integrate4Job

integrate4job

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



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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!



Personal Details

- Your name (Male – Mr; Female – Ms) Oanh Thi Tran (Ms); Anant Kalam (Mr)
- Address (XXXXXXXXXXXXXXXX)
- Contact number (mobile and home)
- Contact email (Prettyboy@hotmail.com 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

Do Not

- ... 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 (non-formal) 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

Europass CV

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.

Thank You!

