



Successful CV



Jean Monnet
Programme





To be employed you must have:

- Diploma
- Knowledge
- Skills
- Experience

• CV



EMPLOYMENT MARKET SHOWING SIGNS OF REBOUNING.
JOB SEEKERS IMPROVE SKILL SETS.



What is CV?



A **CV** (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history

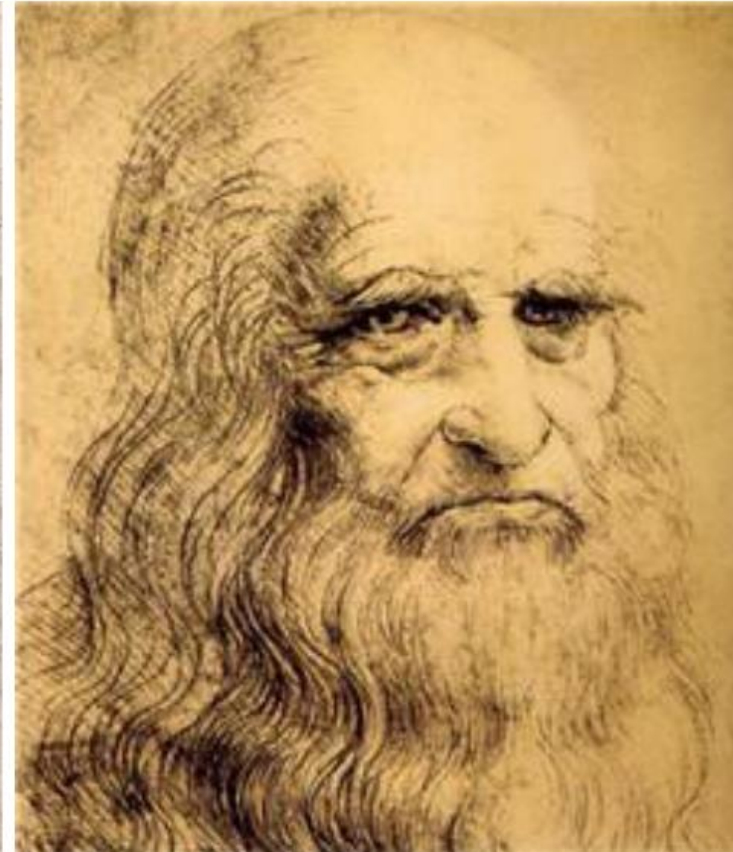


Your **CV** is a **personal marketing document** used to sell yourself to prospective employers. It should tell them **about you, your professional history and your skills, abilities and achievements.** Ultimately, it should highlight **why you're the best person** for the job.





The first known CV



Leonardo da Vinci wrote letter to Ludovico Sforza, the Duke of Milan with detailed description of skills



CV Sections



- **Personal details and contact information.** Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names, and so on.
- **Education and qualifications.** Be sure to include the names of institutions and dates attended in reverse order: Ph.D., Masters, Undergraduate.
- **Work experience/employment history.** The most widely accepted style of employment record is the chronological curriculum vitae . Your career history is presented in reverse date order starting with the most recent appointment. More emphasis/information should be placed on your most recent jobs.
- **Skills.** Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for.





CV Sections (continuation)



- Training / Graduate Fieldwork / Study Abroad
- Dissertations / Theses
- Research experience
- Teaching experience
- Publications
- Presentations, lectures, and exhibitions
- Grants, scholarships, fellowships, and assistantships
- Awards and honors
- Technical, computer, and language skills
- Professional licenses, certifications, and memberships

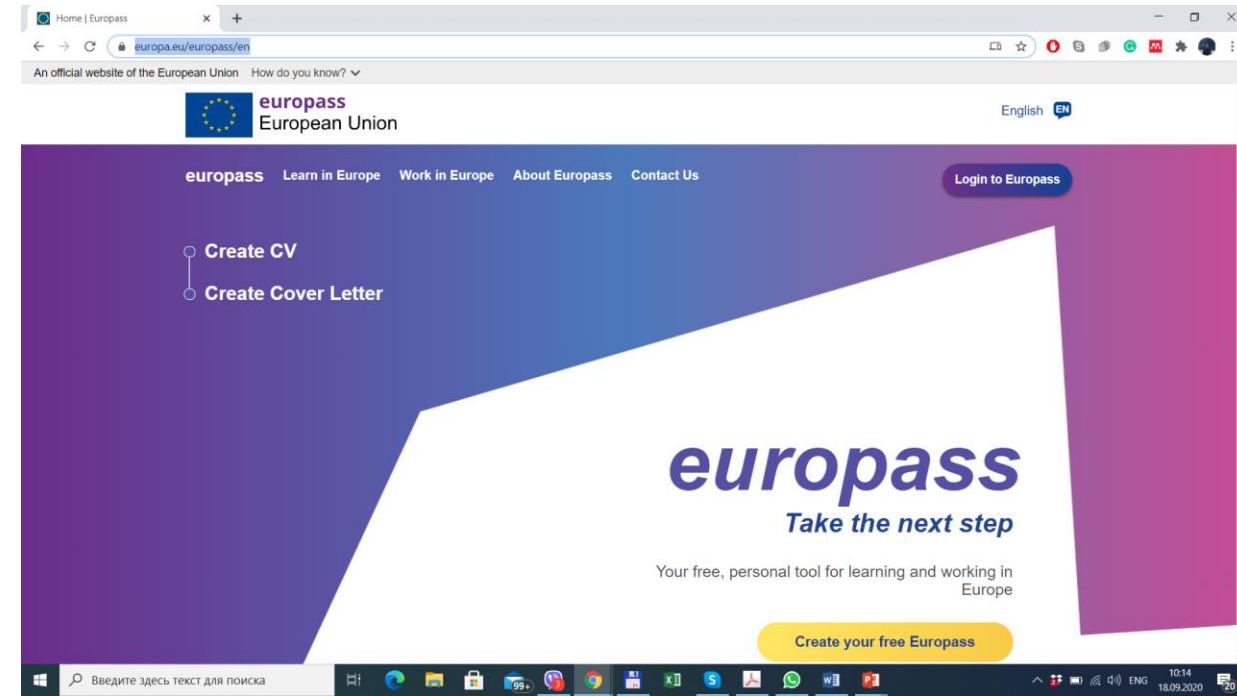




How to build CV



- Employer template
- Europass template (<https://europa.eu/europass/en>)
- Build your own template





Personal Details



- Normally these would be:
 - your **name**,
 - **address**,
 - **date of birth** (although with age discrimination laws now in force this isn't essential),
 - **telephone number**,
 - **email**.
- British CVs **don't usually include a photograph** unless you are an actor. In European countries such as France, Belgium and Germany it's common for CVs to include a passport-sized **photograph** in the top right-hand

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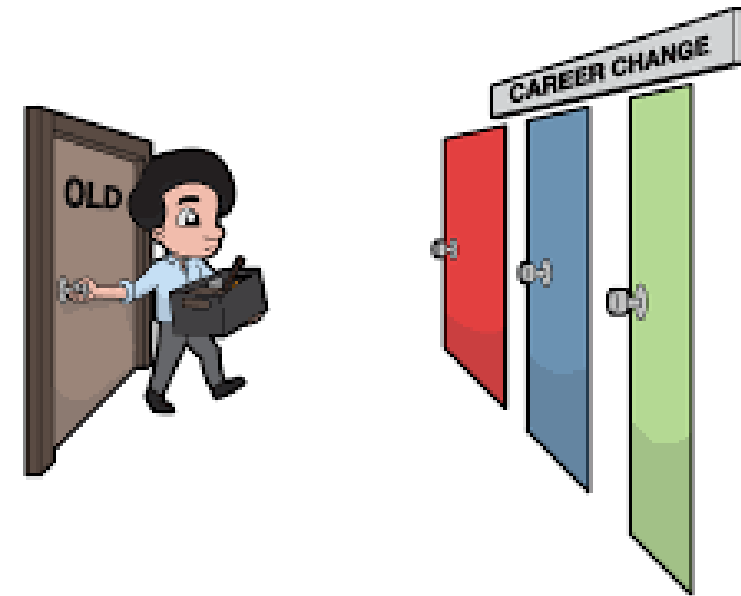
If you do include a photograph it should be a head and shoulders shot, you should be dressed suitably and smiling: it's not for a passport!



Personal Profile (Career Summary)



- The career summary is not a statement of your ambitions or objectives. It is a brief summary of approximately 5 -7 sentences summarizing your expertise in your discipline(s), years of expertise in the area(s)





Education



- Provide an overview of your education starting from your first academic degree to the most recent degree obtained (reverse chronological order). Include the names of the institutions, thesis or dissertation topics and type of degree obtained.





Research Experience



- As an academic, your research experiences, your findings, the methods you use and your general research interests, are critical to present in the first part of your CV. Highlight key research findings and accomplishments.
- Use chronological order

- ▶ Use action words such as developed, planned and organised.
- ▶ Even work in a shop, bar or restaurant will involve working in a team. Don't mention the routine, non-people tasks (cleaning the tables) unless you are applying for a casual summer job in a restaurant or similar.
- ▶ Try to relate the skills to the job.
- ▶ A description of your PhD or postdoc – this could be a brief overview with a more detailed account listed in the appendices.
- ▶ Consider writing a research statement about your current area of research or the area you want to move into.





Teaching Experience

Administration Experience



- Even students should have these experience!
- Any administrative experience within a faculty or research institute should be noted on your CV
- It should be organizing symposiums or mini-conferences





Publications

Attendance at conferences and seminars



- The listing of publications is a key part of an academic's CV.
- It is advisable to list your most reputed publications in ranking of type, such as books, book chapters, peer-reviewed journal articles, non-peer-reviewed articles, articles presented as prestigious conferences, forthcoming publications, reports, patents, and so forth.
- Consider making an exhaustive list of all publications in an appendix.
- List all publications in the same reference style.
- Use high quality publications and conferences.





Funding

Honours and Recognitions

Professional affiliations and memberships



- It is non-obligatory part but really important, if you have some funding etc.
- Even a 'small' Honor, such as 'the best student a year' should be included in you CV



References



- You should list two referee
- You MUST include following information:
 - Name and title
 - Position
 - Contact details
- YOU MUST ASK REFEREE BEFORE APPLY!!!





What are the most important aspects of CV that you look for?



45%	Previous related work experience
35%	Qualifications & skills
25%	Easy to read
16%	Accomplishments
14%	Spelling & grammar
9%	Education (these were not just graduate recruiters or this score would be much higher!)
9%	Intangibles: individuality/desire to succeed
3%	Clear objective
2%	Keywords added
1%	Contact information
1%	Personal experiences
1%	Computer skills



Formatting and spacing tips



Length: The standard length of a CV in the UK is two pages. However, one size doesn't fit all, and so for some professionals, one or three pages may be more appropriate.

Headings: Each section must be introduced by a big, bold heading to ensure an easy read.

Font size and page margins: The body of your CV should be between 10 and 12 point font, and your headings between 14 and 18 points. Keep your page margins around 2.5cm, but never reduce them to less than 1.27cm or your CV will appear cluttered and hard to read. White space ensures clarity and professionalism





Formatting and spacing tips



Proofreading and consistency: Your formatting must be consistent throughout your CV to keep it looking slick. Don't spoil your polished look by including typos and inaccuracies; proofread like a pro to capture every mistake or invest in intelligent spellcheckers like Grammarly.

Saving the file: It's likely you'll send your CV via email or through a job board like CV-Library. Save your CV as a pdf file to ensure recruiters can open it on any device. A pdf will also maintain formatting, so you can be sure that employers will see your CV as you intended.





Don'ts



- The words Curriculum Vitae – the reader knows what it is!!
- Use complicated formatting
- Position detailed descriptions
- To include Marital status
- Include information about unrelated hobbies or interests that doesn't show professional experience or qualifications.
- Non-essential personal information
- Long sentences





Some don'ts examples



- **WORK EXPERIENCE**

01/04/2019 – Sumy, Ukraine

SPECIALIST CTOIS – Sumy State University

OTHER SKILLS

Other skills

- reading (i read fiction and nonfiction);
- singing (during free time from study and work);
- traveling.





References



- <http://www.jobs.ac.uk/careers-advice/cv-templates/2072/academic-cv-example-for-a-senior-post/>
- <https://www.kent.ac.uk/careers/cv/PostgradCV.htm>
- <http://resume.modelocurriculum.net/basic-rules-for-writing-your-cv.html>
- <http://goalsandachievements.com/how-to-write-a-great-cv-or-resume/the-5-golden-rules-of-cv-writing/>
- <http://www.jobs.ac.uk/careers-advice/cv-templates/2069/academic-cv-guidelines>
- <http://blogs.nature.com/naturejobs/2011/09/27/38-tips-on-writing-an-academic-cv/>
- <https://www.elsevier.com/connect/writing-an-effective-academic-cv>
- <http://www.sciencemag.org/careers/2006/10/tips-successful-cv>
- <http://jameshaytonphd.com/how-to-write-your-academic-cv-and-how-not-to/>





Task for next class



- To prepare CV for
 - Master degree application**or**
 - Doctor position in University Clinic**or**
 - Doctor position in General Clinic**or**
 - PhD position
- Mail you CV at m.pogorelov@med.sumdu.edu.ua

