Resume Writing Guidelines

Your guide to writing an effective resume

CURRICULUM VITAE / RÉSUMÉ GUIDELINES

A Curriculum Vitae (CV) or Résumé provides an overview of a person's experience and other qualifications. This is typically a document which includes education, experience, skills, and accomplishments that is used to apply for jobs.

A CV is an alternative to writing a résumé. A résumé is typically a page or two in length, while a CV is more detailed and longer.

WHAT INFORMATION SHOULD A CV INCLUDE?
- Personal details. Most CVs start with these but take care to avoid superfluous details, such as religious affiliation, children's names and so on.
- Education and qualifications. Take care to include the names of institutions and dates attended in reverse order; university before school results.
- Work experience. The most widely accepted style of employment record is the chronological CV. Career history is presented in reverse date order starting with most recent. Achievements and responsibilities are listed against each role. More emphasis/information should be put on more recent jobs.
- A covering letter should be included with every curriculum vitae you send. Your covering letter provides detailed information on why are you are qualified for the job and explains the reasons for your interest in the company.

Writing a CV can be trickier than writing a résumé, because the format changes depending on what type of position you are applying for, where you are located, and what you need to include in your CV.

TOP TIPS FOR WRITING A CV

1. **Have Several Versions of Your CV** Don't just write one CV and use it for every position you apply for. Have targeted and focused versions of your curriculum vitae and use them accordingly.

2. **What Not to Include** There is no need to include your photo, your salary history, the reason you left your previous position, or references in your CV. References should be listed separately and given to employers upon request.

3. **Proof Your Curriculum Vitae** Double-check your curriculum vitae for typos and grammatical errors. Then ask someone else to review it for you - it's often hard to catch our own mistakes. Look at the format of your curriculum vitae, and again, ask someone else to take a look. Is there plenty of white space? Is it cluttered? Is your formatting consistent (bold, italic, spacing, etc.) and is the overall picture that your CV provides a professional and polished one?

4. **Keep it Short** If possible, try to keep your CV short and concise. Include summaries of your employment and education, rather than lots of details. Use formal (no slang or abbreviations) and well-written language, writing simply and clearly.
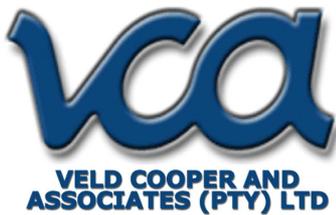
5. **Tell the Truth** It can be tempting to over-polish a CV and make our educational qualifications or work history sound a little better than they really are. If you're tempted to stretch the truth about your work history - don't. It will come back to haunt you. Most employers conduct reference and background checks and if your curriculum vitae doesn't match your actual work history or education, you will most likely get caught at some point and you will either not get the job or will get fired if you have already been hired.

In this competitive job-seeking environment, job seekers need to make sure that their résumé stands out from the pack, is selected by talent management systems, and shows, in a professional, no-nonsense way, that the applicant has taken the time and interest to pursue a specific job opening.

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