



C.V. Writing

Resumes and C.V.s are tools used to introduce job seekers to potential employers. A resume is a relatively short listing of a candidate's qualifications, employment history and achievements. Resume basics tend to dictate that this marketing tool should be concise, although resume styles can vary. C.V.s, on the other hand, call for more details about a candidate. C.V. styles can also vary, but most include work history, achievements, skills and the life history of a candidate. Improving your resume or C.V. can be an important step toward landing a position. It is helpful to review sample resumes and CVs to get ideas for appearance, content and formatting.

What is a winning Curriculum Vitae? Well, a winning CV is that, which compels the reader (recruiter) to want to know more about you and hence, call you for an interview.

The Features of a Winning Curriculum Vitae

In order to understand what the winning Curriculum Vitae should contain, let us go once again over what the role of the C.V. is. The Curriculum Vitae's basic job is to introduce you to the recruiter and create an image/impression about you as one of the best matches for the job. It should compel the interviewer to want to know you better because by making you look promising for their company. In other words, the role of the C.V. is to get you an interview call. The winning Curriculum Vitae would need to have the following:

1. Your personal information such as name and address should be written clearly right at the top of the page. Do not title your Curriculum Vitae as 'Biodata', 'Curriculum vitae' or 'Resume'. It is not necessary and looks passe. Use a different font (from the body of the C.V.) here if you like, but abstain from using other color ink or dividers. Too much of it and it will distract the reader.

2. Have a summary of your Curriculum Vitae drawn up immediately under your name. This should contain the information about your expertise and level at which you work, as well as a few critical skills you have that would be required for the job you are applying for. The summary should not exceed five lines.
3. Next, you would have the list of your professional experience in reverse chronological order (unless otherwise mentioned). Each title thereof should mention clearly the employing company's name, your designation and describe in bullet points what you have achieved there. The Curriculum Vitae should have here quantified active verbs, which show that you were a person who made a difference and hence, you would be ready to make a difference in your new work place as well.
4. Keep in mind the saying, 'You are as good as your last job' - hence, give as many details as needed in the first two employments listed and then reduce the details as you go down the time and rather concentrate upon your main achievements.
5. After you finished with your experience, you will need to add your qualifications. Here, you would need to list your key educational achievements, memberships (if any) in any professional bodies, etc. Keep this brief and focused. If you have undertaken any training courses that would reflect upon the present position, ensure that you add that, too.
6. In the end, you would need to mention all other information about yourself that would complete the picture about you in the mind of the recruiter, who would be reading this Curriculum Vitae. Here, you may enter your date of birth (optional), your marital status, nationality, etc. and other such data.
7. A few critical points you should remember when you draw up your winning Curriculum Vitae:
 - The Curriculum Vitae should not exceed two pages.
 - The sentences should be short and crisp; as much as possible use bullet points with active verbs that are

quantified with achievements.

- Choose the right style - there are three styles, i.e. functional Curriculum Vitae, targeted Curriculum Vitae and Performance Curriculum Vitae - for the job you are applying.
- Ensure that the best that you have to offer is on the first page; the recruiter might not bother to look at the second page otherwise.
- The summary should highlight your strengths and skills first; then what your professional plans are.
- Study well about the company and tailor-make your Curriculum Vitae to exactly match those requirements
- Ensure that all statements are true; you might be asked to provide proof for your claims or the company might run a background check-up on you
- Check the spellings and punctuations carefully.
- Abstain from using any types of abbreviations.
- Your contact information should be clear and correct; this should have your address, telephone number (mention timings when you would be available), cell phone number, email id, website (only if it is done for professional viewing; in case it is something you use to share jokes, music and photographs with your family, then it is better you do not mention it).
- Use an easily readable font - it should not too small - Arial/ Times New Roman/ Tahoma 10/12 point would be a good choice.
- Use high quality paper.
- The Curriculum Vitae should be laser printed for high clarity and neatness.
- Use light colored (if you want any other color than white) paper for a stand-out effect.
- Use an easy-to scan format - avoid too much italics, highlighting and underlining.

- Attach a brief cover letter explaining why you think you would be the best candidate for the job you are applying for.
- If you can afford to, use a professional Curriculum vitae writing service a couple of times at least, this will give you a good format on which to base future C.V.s.
- Always keep a copy of the Curriculum Vitae you sent to each company - this is very important, since each C.V. would be specifically tweaked to match the job and hence, you might not remember exactly how it was presented when you are called for the interview.

Following these simple rules should give you an excellent Curriculum Vitae, one that would guarantee you a call every time you send it to a prospective employer. Good luck!