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# How to Write a Great CV



Tips to Stand Out in Your Job Search

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# What is a CV?



CV STANDS FOR CURRICULUM VITAE, WHICH MEANS "COURSE OF LIFE."



IT'S A DOCUMENT THAT PROVIDES A DETAILED OVERVIEW OF YOUR PROFESSIONAL EXPERIENCE, EDUCATION, SKILLS, AND ACHIEVEMENTS.



**DIFFERENCE BETWEEN CV AND RESUME:** A CV IS TYPICALLY LONGER AND MORE DETAILED THAN A RESUME.

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# CV or Resume

Feature	CV	Resume
Length	Typically multiple pages, depending on experience.	Usually 1 page, 2 pages maximum.
Purpose	Provides a detailed, comprehensive overview of academic and professional history.	A concise summary tailored to a specific job.
Content Focus	Covers entire career, including all positions, education, certifications, publications, etc.	Focuses on relevant experience for a particular job.

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# CV or Resume

Feature	CV	Resume
Usage	Commonly used in academia, research, and medical fields.	Used in most industries, especially corporate.
Structure	Includes detailed sections such as: personal details, professional summary, work experience, education, skills, certifications, awards, and publications.	More concise with only relevant work experience, skills, and education.
Customization	Not typically tailored to specific jobs; a CV is often a static document.	Highly tailored to match the specific job description.

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# CV or Resume

Feature	CV	Resume
Skills section	Often includes a detailed list of both soft and hard skills, with examples of application.	Focuses on key skills directly relevant to the job.
Achievements	May include detailed descriptions of research, projects, and publications, along with presentations and awards.	Focuses on measurable achievements that are relevant to the job (e.g., increased sales, managed teams).
Geographic Use	Used primarily in academic and international settings (e.g., Europe, Middle East, Africa).	Standard in the U.S, Canada and some other countries.

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# Key Sections of a CV



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# Crafting a Professional Summary

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A 2–3 sentence summary at the top of your CV.

Example: “Experienced marketing professional with 5+ years in digital media. Specializes in data-driven campaigns that drive brand engagement. Seeking to leverage my skills in a leadership role at a dynamic organization.”

Tailor this summary to fit each job application.

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# How to Present Work Experience

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Reverse chronological order: Latest job first.

For each role, include the job title, company name, and dates.

Focus on achievements using quantifiable metrics (e.g., "Increased sales by 20%").

Example: "Managed a team of 5 salespeople, increased regional sales by 15% within 6 months."

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# Highlighting Skills

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Hard skills: Industry-specific skills (e.g., programming languages, financial modeling).

Soft skills: Transferable skills like leadership, communication, and teamwork.

Use bullet points for clarity.

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# Education Section

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01

Start with your most recent or highest degree.

02

Include the name of the institution, degree, and graduation date.

03

Mention relevant coursework, honors, or projects if you're early in your career.

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# Additional Sections

Certifications and additional professional courses

Languages:  
Indicate proficiency levels.

Volunteer Work:  
Especially if relevant to the job.

Publications: If in academia or a technical field.

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# Tailoring Your CV for Each Job

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CUSTOMIZE YOUR CV FOR EACH APPLICATION.



USE KEYWORDS FROM THE JOB DESCRIPTION.



ADJUST YOUR PROFESSIONAL SUMMARY AND WORK EXPERIENCE TO ALIGN WITH THE SPECIFIC ROLE.

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# Common Mistakes to Avoid

1

Typos and grammatical errors.

2

Overly complex formatting.

3

Including irrelevant information.

4

Not quantifying achievements.

5

Not tailoring the CV to the job.

# Final Tips for a Strong CV

1

Keep your CV concise (1-2 pages).

2

Use action verbs to describe achievements.

3

Proofread multiple times.

4

Ask a trusted friend or mentor to review it before submitting.



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# Q&A

Any questions? Let's discuss!

Should I go over any of the slides again and in more detail?

