

# cv writing



# Contents

## 1. CV Layout

## 2. CV Structure and content (*Industry VS Academia*)

## 3. Cover Letter

## 4. Additional resources



# CV - Layout

- Functional CV – Chronological CV – Academic CV → *Don't write about everything!*
- Don't write Curriculum Vitae on top
- Always send it in **PDF**, not Word (as it keeps the formatting locked)
- Highlight headings and key words by use of **bold type**
- Dates: tabulate in left-hand column
- Bullet points + action verbs
- Legible font, Arial or Times Roman
- Spell/grammar-check your resume. Peer review!
- Don't assume they know – make it easy for the reader, take out jargon and abbreviations



*"I see by your résumé that you've got a big problem with formatting."*



# CV - Structure

- **Personal & contact details**
- **Professional Experience**
- **Educational background**
- **Languages: grading**
- **IT & software skills**
- *Picture?*
- *Activities & interests?*
- *References?*



# CV - Structure

- Magic words: Preparation and tailoring
- Academia and industry differ. Also geographical differences
- Find the **keywords** of the job description you have, and put them in
- Leave no unaccounted-for time in your history
- Be factual. Add some figures of your achievements whenever possible
- Be consistent. Make sure your spelling, sentence structure, and usage are the same throughout your resume



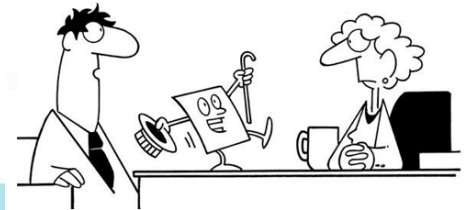
"I realize that my resume has some gaps in it, but I think that's the word processor I used."





# Cover Letter

- The cover letter is a writing sample. It must be good
- STEM letters should not exceed one page
- Provide brief, specific examples to demonstrate your skills and experience—do not to simply repeat your CV
- For major research institutions: Stress interest in conducting research and elaborate on current research topics. What will you do for them? This is an opportunity to mention potential collaborations
- Articulate your fit and focus on potential contributions to this institution—not why you need or want the job
- Show enthusiasm for the position



"I want my Cover Letter to be the one you remember!"



# Cover Letter: Do's & don'ts

## Do's

- ✓ Write as you would talk to them
- ✓ Focus on potential contribution
- ✓ Show how and why you're a great fit
- ✓ Tell a story to engage interest

## Don'ts

- ✗ Use long sentences
- ✗ Simply repeat your CV
- ✗ Claims Without Evidence
- ✗ Focus on why you need/want the job



# Additional Resources

- List of powerful action verbs to add in your Resume
- The physicists guide to writing your CV
- Your Job Application Checklist - actions to be done before submitting your application
- Unsure of how «professional» your picture is? Check here  
Picture analyzer - LinkedIn

