cv writing



CERN

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 formation looks)
- 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."

CV Comparison – Acade

YOUR NAME

Phone: (000) 000-0000 youremail@companysite.com Mailing Address City, ST 00000

This CV temelate provides an example of how to structure your curriculum vitae using an outline format. You should modely the section headings and content to suit your needs. Dee'r forget to change the name in the factor. You can line up dates on the right by adding a rightaligned tab set to 6". This CV template is copyrighted by Vertex42.com (see terms of une). Visit Vertex42 com for more information about writing your CV.

EDUCATION

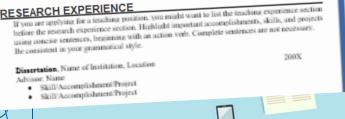
	University Name, Electrical Engineering	May 200X
PhD	The sector of th	
	Committee: Name (chair), Name, Name	May 200X
MS	University Name, Electrical Engineering	May 2003
345	Thesis: "Title"	
	Advisor: Name	May 200X
BS	University Name, Electrical Engineering	Juny -
23	Graduated Statima Cum Latter	
	Minored in Mathematics	
HONORS AND AWARDS		
List relevant awards, tetrovanus, indexemption if necessary, chronological order. Include a short description if necessary. 2008		
Title of award		
Trainf description		
		2005
Title of Fellowship		
Br	ief description	2005

Title of Grant

Brief description

CÉRN

RESEARCH EXPERIENCE



Institution Company Organizati

Position, Lab or Advisor Name

- Skill/Accomplishment/Pro
- Skill/Accomplishment/Pr

Company/Organization, Local Penition

- Skill/Accomplishment/
- Skill/Accomplishment

TEACHING EXPERIE

When you list courses, inclucourse at another university course as well as list your r grading, developing the syl teaching methods, roles, ar examples below are just a

Name of University, Lo. Associate Professor, De

- Tanght Name of covering the fol
- Developed quit
- · Revised the sy
- Coordinated y

Dectoral Str

- Nome, "The Nume, "The
- Name, "Th
- Masters S
- Norse, "T
- Norse, "T

Name,"

- Name of Univ
- Teaching Am
- Highlight REAL

PUBLICA List your pt

- commonly
- sufficient r

R Programming by Johns Hopkins University on Coursera

IT Intern

Grimes

m 2018 - 2019 9 Boston, MA

Location

- Grimes is a small software development company in Boston, MA.
- Orimes to a sittain source of development orimparty in occasion, inc.
 Developed a Industry Foundation Classes Parser for generating 3D Graphics Created tools to standardize and simplify work processes for Aspire 400. Rated 4 out of 5 on every year (4 = "exceeds expectations and peer group

Software Intern

Softex Solutions

1 2018 - 2018 9 Boston, MA

Designed physical and dimensional data model to provide a centralised data

Database & Software Intern

- m 2017 2018 9 Boston, MA

- Renaud is an energy trading company based in Boston Administered company-wide SAP and Active Directory servers for an

EDUCATION

- MBA in Data Analytics
- University of Wisconsin Whitewater

- Developed a database for university student financial management Won 2 university-level hackathlons as part of the official 3-person team in

CERTIFICATION

Machine Learning: Regression by University of Washington Certificate earned on September, 2019

Certificate earned on June, 2017

✤ github.io/_josodgers_



LANGUAGES

Spanish C1

French B₂

STRENGTHS

a

Cross-Cultural Leadership A truly global citizen, I have lived in South America, Europe, and Asia. I've learned to quickly recognize cultural expectations and boundaries, neutralize conflict and establish

Science and Tech Savvy

A lifetime lover of museums and former software engineer, I can quickly dive into the details while keeping a mind for the big

Strategic Thinker

Able to manage multiple priorities against a shifting backdrop of information.

TOOLS

SQL Server

- Azure Functions .NET Core Power BI

SQL Profiler SQL Server

MOST PROUD OF

- Global UGRAD South Africa Program 2015 Building Cultural bridge between South Africa &
- Winning Junior High Engineering Contest - Michigan State - 2014



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



Cover Letter: Do's & don'ts

- ✓ Write as you would talk to them
- ✓ Focus on potential contribution
- Show how and why you're a great
 fit
 Don'ts
- ✓ Tell a story to engage interest
 - × Use long sentences
 - × Simply repeat your CV
 - × Claims Without Evidence
 - Focus on why you need/want the job 8



Do's

Additional Resources

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

