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Level: 3rd Year LMD

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Lesson 1: Business English Writing "Writing a CV"

What is a CV?

A CV (also known as a Curriculum Vitae), is a written overview of your skills, education, achievements, awards and work experience.

They may be used for a variety of reasons; however, the most common of these is to send to prospective employers when looking for a new job. A CV is typically two or three pages long, but it's not unusual for it to be much longer for mid-level or senior job applicants as it serves as a full outline of one's career accomplishments.

CV format

While your CV should be specific to your background and tailor to the job for which you're applying, there are several steps you can take to ensure you write an effective CV.

Most CVs include the following sections:

- Contact information
- Academic history
- Professional experience
- Qualifications and skills
- Awards and Achievements
- Publications
- Professional associations
- Grants and fellowships
- Licenses and certificates
- Volunteer work
- Personal information (optional)
- Hobbies and interests (optional)

How to write a CV

Follow these steps when writing a CV:

1. Include your contact information
2. Detail your academic history in reverse-chronological order
3. Record your professional experience
4. Include relevant skills and qualifications
5. List Achievements and awards
6. Include relevant publications and presentations
7. List your professional associations and affiliations
8. Check your CV for errors

1. Include your contact information

This includes your full name, phone number and email address. Including your address is optional. If you do include it, only list city, state and ZIP.

2. Detail your academic history in reverse-chronological order

This can include your post-doctoral programs, graduate school, undergraduate school and high school. Only include your most recent two educational experiences .Dates attended is only recommended if you've graduated in the past five years. Employers are more interested in your professional experience, so it's best to ensure the reader's focus is on that information.

3. Record your professional experience

List the company or organization, job title and dates employed starting with your most recent job. List your job duties, experience gained and achievements. Start each bullet point with an action verb to demonstrate your responsibilities.

It's also best to use numbers to measure your impact when possible. This shows employers the exact results you've gained for other organizations.

4. Include relevant skills and qualifications

This can be in a separate skills section. Reread the job description to highlight the most important skills employers are looking for. These can include both hard and soft skills that make you the best candidate for the job.

5. List Achievements and awards

Use this section to outline your achievements in the field related to your application. Start with the award name followed by the year it was awarded, the organization that gave you the award and details about the award such as how often the award is given, how many people receive it, etc.

For example:

Honors and Awards

UT Teaching Awards, 2018, 2019, 2020
Brazil Study Abroad Grant, summer 2017
Dissertation Fellowship, 2016

6. Include relevant publications and presentations

Include relevant citations of presentations, papers, studies, books or other publications important to your professional history. For publications, include authors, date published, summary, volume, page and DOI number. For presentations, include the title, date and location of presentation.

7. List your professional associations and affiliations

This should include the name of the organization, geographic location or chapter and dates of active membership.

For example:

Memberships and Affiliations

National Society of Black Engineers (2015–Present)
German Association of Women Engineers (2016–Present)
National Association of Multicultural Engineering Program Advocates (2019–Present*)*

8. Proofread your CV for errors

Before submitting your job application, be sure to thoroughly review your CV for any errors or inconsistencies. Consider asking a trusted colleague or professional mentor to review it as well—especially if they are experienced in the industry you are applying to.

Some employers, especially post-secondary institutions, may offer their own CV template and CV examples to help make sure you include all required information in the format they prefer. Before you submit your application, look for any special CV guidelines the employer has

outlined. For example, some institutions may require you to list only relevant coursework, fieldwork, dissertations and professional references.