

*What is a Curriculum Vitae?

Street Address, Town, City, Country,
Phone: 0333-33333, 033-33333,
E-mail: xxxx@yahoo.com

Your Name

Experience December 2008 – Present **AAA Petrotech Services (Pvt.) Ltd., City.**
Trainee Mechanical Engineer

Education 2005 - 2008 **ABC University of Engineering & Technology**
B.S. Mechanical Engineering

- Results:
 - Final Year: 85% - **4th position**
 - Third year: 76.5% **Aggregate: 79.35%**
 - Second year: 75%
 - First year: 75%

2002 - 2004 **Govt. Degree Science College, City**
H.S.C. Pre-Engineering
Result: 85%

1992 - 2002 **Beach View High School, City**
S.S.C. Science
Result: 86%

Final Year Project "Designing of a piping network from tank to heat exchanger and its stress analysis"

- Performed stress analysis using **CAESAR II** software.
- Calculated pipe thicknesses using **ASME B31.3** code.
- Drew Process Flow Diagram and Piping & Instrumentation Diagram.
- ASME – American Society of Mechanical Engineers

Professional memberships

Internship Experience

- Great Steels (Pvt) Ltd.

Engineering Software Skills

- CAESAR II, AutoCAD (2D only)
- MS Office (MS Word, MS Excel, MS PowerPoint)

Accomplishments

- Won **first prize** at **SENTEC Science Fair** at ABC UET, May 2008
- Participated at **SENTEC Science Quiz Show** at ABC UET
- Competed in the **Presentation Contest** held by **ASME ABC UET Chapter**, March 2008
- Designed and fabricated a parabolic solar concentrator.

Freelancing

- Article about fishing in **Sci-Tech Magazine, Daily NEWS, City**
 - Fish Business** (Date of Publication: February 2008)
- Several articles regarding mechanical engineering topics on Hub Pages:
 - How things work at blah blah blah** [click](#)
 - Hair Style** [click](#)
- Professional letter writing

Curriculum Vitae: (*L, lit.: the course of one's life*). It is an outline of a person's educational and professional history, usually prepared for job applications. **Another name for a CV is a *résumé*.**

* What should you include in a CV?

45%	Previous related work experience
35%	Qualifications & skills
25%	Easy to read
16%	Accomplishments
14%	Spelling & grammar
9%	Education (these were not just graduate recruiters or this score would be much higher!)
9%	Intangibles: individuality/desire to succeed
3%	Clear objective
2%	Keywords added
1%	Contact information
1%	Personal experiences
1%	Computer skills

Let's Avoid These Common Mistakes in Your CV

* Common Mistakes in a CV

1. Poor Lay-Out & Design

Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283 Email: coolguy007@hotmail.co.uk
DoB: 27 February 1985 Nationality: British
Gender: Male Marital-status: Single

Personal Profile:
I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education:

1991 – 1992	Collingham Gardens Nursery
1992 – 1996	Stamford Primary School
1996 – 2002	Hall Green Secondary School
2002 – 2004	A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

Hobbies:
I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

Reference:
Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan.sanders82@hotmail.com

BAD CV EXAMPLE

* Common Mistakes in a CV

2. Bad spelling & grammar

The image shows a snippet of a CV for a Software Engineer from June 2011 to the present. The text is annotated with red circles and arrows pointing to specific errors. The errors are: 'frauds' (circled, arrow to 'incorrect pluralization'), 'Developped' (circled, arrow to 'typo'), 'Manage' (circled, arrow to 'should be past tense'), 'structured' (circled, arrow to 'should be capitalized'), 'and it's' (circled, arrow to 'unnecessary comma'), 'it's' (circled, arrow to 'its vs. it's'), 'that synched' (circled, arrow to 'extra space'), and a period at the end of the second bullet point (circled, arrow to 'inconsistent punctuation').

Software Engineer June 2011- present

- Created client-side JavaScript data models that synched with server-side data
- Worked on algorithms to detect frauds for online banking systems.
- Developped a data visualization dashboard
- Manage a support ticket queue and delegated work to team members
- structured the vendor payout model, and it's scheduling algorithms

Annotations:

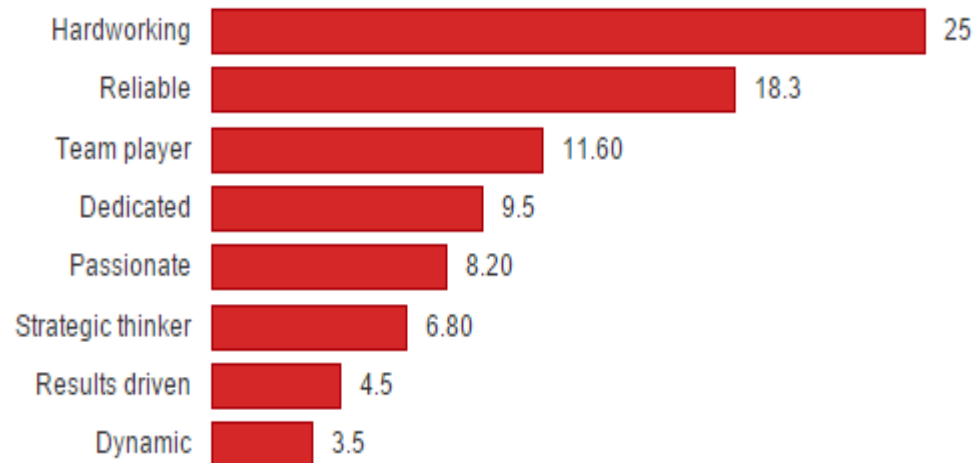
- incorrect pluralization
- extra space
- typo
- inconsistent punctuation
- should be past tense
- should be capitalized
- unnecessary comma
- its vs. it's

*Common Mistakes in a CV

3. Using Clichés

'Hardworking' and 'Reliable' are overused

The most cliché phrases and the number of people who use them in %



Retrieved on January 6th, 2016 from https://pbs.twimg.com/media/CS_FoGHXIAAnpFD.png

*Common Mistakes in a CV

4. Generalizing and Rambling


Stevenp@hotmail.com
Glasgow
077838383

Steven Parlow CV

Profile

A high achieving professional with a strong work ethic and am able to work well in a team in order to consistently achieve my goals and build my skillset.

Great... But what do you actually do?



* Common Mistakes in a CV

5. Highlighting Duties, Not Achievements

WORK EXPERIENCE

Facilities Supervisor, Hard Rock Hotel and Casino, Hollywood, FL **2008 to Present**
Hired as a member of the Count team, held accountable for counting up to \$10M each day and after 3 months transferred to the Facilities Department to handle daily maintenance as a Responder. Promoted to Facilities Supervisor in 3/2010.

- Effectively oversee facility operations for all mechanical elements of a 480 room hotel and 140,000 sq. ft. casino, including air conditioning, electrical, plumbing, pool, 6 kitchens, and 3 parking garages while doing daily inspections.
- Administer the performance review process, as well as, manage and supervise up to 20 employees.
- Handle guest complaints with regards to facilities and provide effective resolution to the problem.
- Provide damage estimates when employees or guests damage hotel property.

Server, The Cheesecake Factory, Fort Lauderdale, FL **2006-2011**
Collaborated with servers, hostesses, bartenders, and management to provide excellent customer service.

- Effectively multitasked serving up to 20 guests concurrently and handled cash and credit card transactions.

Concrete Cutter, Precision Concrete Cutting, Fort Lauderdale, FL **2007-2008**
• Safely completed highly technical cutting jobs that other cutters refused.

Too many irrelevant words & too much info

Retrieved on January 6th, 2016 from <http://blog.aftercollege.com/wp-content/uploads/2014/08/eric-engineer-edited-jpg-791x1024.jpg>

* Common Mistakes in a CV

6. Over two (2) pages



Let's Avoid These Common Mistakes in Your CV

* Good CV

1. Effective Lay-Out & Design

Steven Stevenson

curriculum vitae

Employment

June 2007–present
Friendlyleopard.com
Senior Webdesigner including CSS/HTML for a social media site where people discuss their unusual pets. Also coordinates marketing materials.

April 2006 – June 2007
Flying Banana Labs
Webdesigner for a digital agency. Clients included Nike, Burton Snowboards, Just for Laughs Festival.

November 2005– April 2006
Golden Kangaroo Interactive
Junior graphic/web designer at a small digital agency. Clients included Aussiehair, Bet 365, and Nivea.

Steven Stevenson also runs his own freelance business, under MisterStevenson. Through it, he has worked on the following things...

Blue Duck Recruit (2009-ongoing)
A recruitment company's website.
www.blueduckrecruit.com
Identity, Business Card Design, UX, Webdesign

Evildog.com (2008-ongoing)
A boxer's personal website (including CMS)
www.evildog.com
Identity, Business Card Design, Webdesign and HTML/CSS

Scarlet Cat Studios (2008)
A film company's site, including content management system
www.scarletcatstudios.com
Identity, Business Card Design, Webdesign

Friendly parrot Inc (2008)
Voice recording software product website
www.friendlyparrot.com
Identity, Webdesign, CSS/HTML

Chestnut Cow Ltd (2007)
A cheese manufacturer
Identity, Business Card Design

Crazypencil.com (2006)
An educational site for children
Identity, Webdesign

Peach Lemur labs (2005)
A biotech company site
Webdesign

Address:

23 Warton Road, Newham, London, E15, UK

Date of Birth:

June 2nd 1980

Marital Status:

Single

Website:

www.misterstevenson.com

Email:

steven@misterstevenson.com

Phone Number:

(44) 772 555 321

Education

London College of Communication 2000 – 2004
First Class BA (Hons) Graphic Design

DavidDavidson Old Grammar School 1998 – 2000

- GCSE Maths
- GCSE English
- GCSE English Lit
- GCSE Biology
- GCSE German
- GCSE Art
- GCSE D&T
- GCSE Geography

Computer skills

Software:

- Photoshop
- Illustrator
- InDesign
- Flash
- Flexbuilder
- Dreamweaver
- Coda
- Textmate

Languages:

- Hand coded CSS/HTML (compatible with IE6, IE7 and standards compliant browsers)
- Basic Actionsript
- Basic Javascript (using JQuery)
- Integration of styling into Ruby on Rails, Flex 3 and PHP (Wordpress)

Interests

Snowboarding, repairing watches, drawing caricatures, and anything to do with Japanese culture!

2. Good spelling & grammar

2012 -
present

Founder and CEO

KarmaHire, Vancouver

- Managed product design, development, fundraising and marketing.
- Drove over 550 company signups, 15, 000 monthly pageviews, and 20, 000 candidates through multi- channel marketing initiatives
- Signed customers including Dolby Laboratories, Pandora Jewelry, and NetApp

3. Avoiding Clichés



Retrieved on January 6th, 2016 from <http://www.academy-cube.com/wp-content/uploads/2015/04/buzzwords.jpg>

4. Being Specific

Bank Manager

Name Surname
Address
Mobile No/Email

PERSONAL PROFILE

Having gained four years Assistant Bank Manager experience, which has been followed by over six years as a Bank Manager of a demanding high street branch, I have gained the required leadership and dynamism necessary to provide a quality service of the highest order and the efficiency to drive our products competitive advantage. I possess a comprehensive knowledge of the banking industry and its procedures, as well as having the ability to meet deadlines and targets, think smart and act fast. I am currently seeking a suitable Bank Manager role with a progressive, ambitious and reputable bank

EMPLOYMENT HISTORY

Date to Date or To Date – Bank Manager – Where?

Responsible for the financial operations and employees of the bank. Managing and leading bank staff to deliver exceptional customer service in a busy high street branch. Working hard

5. Highlighting Achievements

Achievements

Awards:

- Employee of the Month, December 2011
- Completion of major project within budget and ahead of schedule, March 2009

Leadership:

- Nominated as Project Manager on numerous occasions
- Elected Business Representative, Finance & Accounting Ltd.

Retrieved on January 6th, 2016 from <http://www.cvplaza.com/wp-content/uploads/2012/09/achievements-on-cv.png>

- Completed contracting for 6000+ providers within 6 months for CHAMPUS contract
- Improved production 20% through the establishment of department production standards
- Launched marketing department for the State of New Mexico

Retrieved on January 6th, 2016 from <http://image.slidesharecdn.com/resumepp-130909234744-95/how-to-write-a-successful-resume-or-cv-in-english-29-638.jpg?cb=1378770615>

Curriculum Vitae



Cover Letter

Thomas Smith

1111 California St., San Francisco, CA 94109
thomas.smith@email.com (444) 111 - 999999

 <http://www.linkedinaccount.com>
 <http://www.facebookaccount.com>



Education:

HARVARD UNIVERSITY / Graduate, Management Development Program (abbreviated MBA)

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Professional Experience:

OFFICE MANAGER / IMPERIAL BANK – New York, New York 2005 to present

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REGIONAL MANAGER / IMPERIAL BANK – New York, New York 2000 to 2005

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SENIOR MANAGER / IMPERIAL BANK – New York, New York 1998 to 2000

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Professional Training :

COMMUNICATIONS / B.A., English – Rutgers University, New Brunswick, NJ 2001

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Additional Skills:

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Mr. John Bruna
HR Manager
American Bank
211 Piccadilly
W1J 9H, London, UK

January 23rd 2010

Dear Mr. Bruna

This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and enter copy of your choice.

My qualifications include:

- This is an example of paragraph text. You can delete it and copy delete of your a choice

This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and copy enter this is an example.

- This is an example of paragraph text. You can delete it and copy delete of your a choice

This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and copy enter this is an example.

My capabilities include:

- This is an example of paragraph text. You can delete it and copy delete of your a choice

This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and copy enter this is an example.

This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and enter copy of your choice. This is an example of paragraph text. You can delete it and enter copy of your choice.

Sincerely,

Thomas Smith
Enclosure: Curriculum Vitae

7 BENEFITS OF A GREAT CV

Increases confidence,
helping you to stand tall

Puffs up your
chest with pride

Creates a **buzz**
of excitement

Offers a **firm footing** for the future

Creates the
right mindset

Flexes your
employability
muscle

Reduces the **legwork**
in your job search



Retrieved on January 6th, 2016 from <https://media.linkedin.com/media/p/7/005/039/200/0ce63e9.png>

* Let's create a great CV!