

What is a CV

(Curriculum Vitae)

The CV is a document presenting the professional competencies, skills, qualifications, as well as the experience gained. The CV is also a form of self-promotion. The CV is not an autobiography, but a document that must contain important and relevant data about the applicant, so as to attract the attention of the potential employer. In most cases, the CV is the applicant's first contact with a potential employer.

Any CV is a first proof of your ability to present yourself, to organize yourself. A CV is made in a very subjective way and indicates that you know how to value yourself. On the other hand, the same document, if not well prepared, may take you out of the game from the beginning. A careless CV shows you are not even able to present yourself. The CV is not an autobiography, but a way of informing, a business card.

There are rules for making a CV, but it is not mandatory to copy, faithfully, the proposed models. They can be adapted to your own personality. There is a paradox about this document: on the one hand he has to be very personal, and on the other hand he has to follow certain rules.

A CV is not read at the beginning by the potential employer, it is scanned. Only then, possibly, if it attracts attention, is it carefully traversed. You can never be sure that a resume is read. In order to have more chances, the document must be legible, irrelevant information must be set aside, the information must be well organized.

The educational section vs. The professional section, which you highlight? Depends. If you are a student or almost a graduate, it is good to start with the academic part. If you apply in a field where experience is valued (communication, IT) it is good to start with professional experience

What is the purpose of a CV?

The purpose of a CV is to make a presentation as clear and effective as possible, so that it attracts attention, so that the employer we intend to apply to is interested in our professional training, our abilities and to call us for an interview.

Types of CV

There are two types of CV

Academic CV – includes information on academic training and scientific activity (publications, coordination / participation of projects, presentations at conferences, communication sessions,

etc.). It is the document with which we apply for different university study programs, scholarships, conferences, etc.

Professional CV – includes information regarding both the academic training and the professional activity carried out until the moment of drafting the document.

The following aspects must be taken into account when drawing up a CV:

The correctness and accuracy of the data provided;

The relevance of the information provided;

Observing the grammar rules and avoiding spelling and / or spelling mistakes;

The CV is typewritten, not handwritten.

What should a resume include?

1.PERSONAL DATA

NAME AND SURNAME

DATE OF BIRTHS/NATIONALITY

CONTACT DETAILS /TEL.NUMBER / EMAIL

2.MAIN PROFESSIONAL OBJECTIVES

3.SKILLS

4.EDUCATION & TRAINING

5.PROFESIONAL EXPERIENCE

6.SOFT SKILLS

7.TEHNICAL SKILLS

8.ADDITIONAL INFORMATION

9.REFERENCES

Must have a general and long-term grade: (I want to pursue a career in the field / get a position in... where I can use my skills

A graduate of the Faculty of Marketing within..., master student in Strategic Marketing, I have three years of experience in the field and visible results on the market and I want a job as a marketing analyst.

Rather than writing very general things, it is better to turn the Career Objective into a short description that includes the most important elements about you: PhD student in..., with ten years of experience in the field

Personal information

It refers to your contact details (name / surname, date of birth, address, telephone number, e-mail, possibly personal website if this is helpful in obtaining the job in question).

At the top right, your resume should contain a photo of you with a simple background (wall / canvas). Do not use photos taken in nature or in other non-professional places, the line of business must be maintained. Otherwise your resume may very well be placed in the rejected category.

Main professional objectives

This is the most important section of the whole resume, as it creates the biggest impact in the mind of the employer. It gives the employer a close-up picture of your contribution to the organization.

We recommend that you attach only two professional goals:

- the first objective: it refers to the employer's interest
- second goal: refer to your interest.

Examples of main professional objectives:

- Implementation of communication and sales techniques (which are a passion), materialized within the company through commitment and performance.
- Career development within a renowned company, to whose growth I want to contribute through my activity.

Skills

This section allows you to clearly highlight what skills you recommend for the job you have applied for. Here it is best to consider the requirements of the job and then adapt your skills to those requirements.

As discussed above, this is the section where you advertise, outlining the strengths and benefits you can bring to your employer. Very important: present your skills in a professional form, maintain a line of business.

Insist on accomplishments. Very important: detail, as much as your privacy allows, what projects you have done, what budgets you have managed, what results you have achieved compared to the set target.

Education and Training

Often, this is a criterion of distinction, but keep in mind that what interests the employer is not your diplomas, but your skills. Diplomas are only a relative indicator of your skills.

In reverse chronological order, present the graduated educational institutions and any other courses or specializations followed. You can insist on research projects carried out during your studies, especially if you are a recent graduate and are related to the job in question.

Professional experience (if any)

In reverse chronological order, the posts you had, the training / documentation internships performed are mentioned, together with the names of the companies and their activity profile. You can insist on the responsibilities you have had and the concrete achievements. Explain to whom you report, stating the role of the person you are reporting to. If necessary, list how many people you had subordinated to and what position they held.

Soft-skills

Soft skills are those related to your personal development. Since you will have to interact with many people, in an organized environment, you will inevitably have to establish relationships, get in professional contact with bosses, with your peers, with those placed under you in the organization, with suppliers, with customers, collaborators from other companies, with employees from other departments, etc.

We recommend that you think very carefully about the soft-skills you have. You need to be very knowledgeable about them so that you can put them in the spotlight when you do the interview.

Example of soft-skills:

- positive attitude
- communication skills
- emotional control
- perseverance
- leadership
- teamwork skills
- skills to coordinate teams
- negotiation skills

Technical skills

In this section you need to refer to the skills specific to your area of expertise (for example if you have training in the technical area, then write down what your technical skills are).

Additional information

You can pass hobbies, other activities in which you have been involved and which have been useful in developing the skills necessary for the job, volunteering if you have done and in what field, knowledge of PC operation / programming, driving license . Avoid inserting information of a religious, political, etc. Nature.

References

They are not necessarily necessary, but if requested by the interviewer you can attach written recommendations from either the graduate university or the last service.

ACADEMIC WRITING

Academic writing

Students, teachers, and researchers in each discipline use academic writing to convey ideas, make arguments, and engage in academic conversations. Academic writing is characterized by evidence-based arguments, the exact choice of words, logical organization and an impersonal tone. Although sometimes thought to be so long or inaccessible, strong academic writing is just the opposite: it informs, analyzes, and convinces in a direct way and allows the reader to engage critically in a scientific dialogue.

Examples of academic writing

Academic writing is, of course, any written work produced in an academic setting. While academic writing comes in many forms, the following are some of the most common.

Literary analysis. An essay of literary analysis analyzes, evaluates and makes an argument about a literary work. As the name suggests, an essay on literary analysis goes beyond mere summary. It requires careful reading of one or more texts and often focuses on a specific feature, theme or motive.

Research paper. A research paper uses outside information to support a thesis or make an argument. Research papers are written in all disciplines and can be evaluative, analytical or critical. Common sources of research include data, primary sources (eg historical records) and secondary sources (eg peer-reviewed scientific articles). Writing a research paper involves synthesizing this external information with your own ideas.

Characteristics of academic writing

Most academic disciplines use their own unique stylistic conventions. However, all academic letters have certain characteristics.

Clear and limited concentration. The focus of an academic paper – the research argument or question – is established at the beginning of the doctoral thesis. Each paragraph and sentence of the paper connects to that primary focus. While the paper may include background or contextual information, all content serves the purpose of defending the doctoral thesis.

Logical structure. All academic writings follow a logical and direct structure. In its simplest form, academic writing includes an introduction, body paragraphs, and a conclusion. The introduction provides background information, establishes the scope and direction of the essay, and specifies the thesis. The body paragraphs support the thesis statement, each paragraph of the body elaborating a single point of support. The conclusion refers to the thesis, summarizes the main points and highlights the implications of the findings of the paper. Each sentence and paragraph logically connects to the next, to present a clear argument.

Evidence-based arguments. Academic writing requires well-informed arguments. Statements must be supported by evidence, either from academic sources (as in a research paper) or from quotations from a primary text (as in an essay on literary analysis). The use of evidence gives credibility to an argument.

Impersonal tone. The purpose of academic writing is to convey a logical argument from an objective point of view. Academic writing avoids emotional, inflammatory or biased language. Whether you agree or disagree personally with an idea, it must be presented accurately and objectively in the paper

Common mistakes to avoid

Academic writers in all fields face similar challenges during the writing process. You can improve your own academic writing by avoiding these common mistakes.

Word. The purpose of academic writing is to convey complex ideas in a clear and concise manner. Don't disturb the meaning of your argument by using confusing language.

A vague or missing thesis statement. The thesis statement is the most important sentence in any academic paper. Make sure that your paper contains a clear thesis statement and that each paragraph of the body is related to this thesis.

Informal language. Academic writing is formal in tone and must not include slang, idioms or conversational language.

Description without analysis. Don't just repeat the ideas or arguments in the source materials. Rather, analyze these arguments and explain how they relate to your point of view.