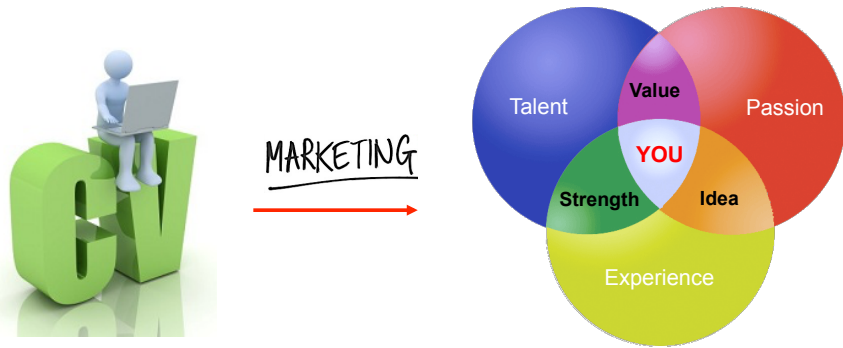


Guide to Writing a Successful CV/Resume



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Naresuan University

February 18, 2016

1

Curriculum Vitae (CV) vs. Resume

- **Similarities:**
 - To give the employer a summary of your education, work experience, skills and interests
 - To “sell” these qualities and to persuade the employer to invite you to interview
- **Differences:**

	CV	RESUME
Use	Apply to academic positions (teaching/research)	Apply to all other positions
Length	As long as needed	1 to 2 pages
Content	Academic research, teaching, awards and service	Academic training, skills and industrial experience
Audience	Academic institution (lecturers, researchers, professors)	Business, industry, government (Human resource staff, engineers, managers)

2

Curriculum Vitae (CV) vs. Resume

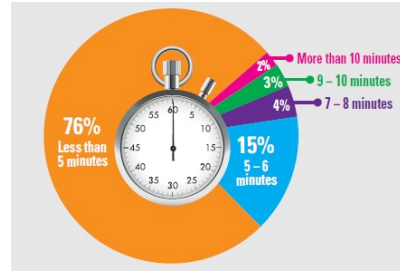
	CV	RESUME
Content	<ul style="list-style-type: none"> • Contact information • Education • Professional/Work experience 	
Sections	<ul style="list-style-type: none"> • Teaching/mentoring experience • Research experience • Honors and awards • Leadership activities • List of publications and presentations • Professional affiliation 	<ul style="list-style-type: none"> • Professional profile/ qualifications summary • Training and certifications • Skills (language, technical) • Honors and awards • Activities (volunteer, leadership, service) • Presentations

3



4

Recruiters



- How long do you look at a resume
 - About 30 seconds to 1 minute
- What is the first thing you look for for?
 - Layout - logical, easy to follow
- What is likely to make you reject a CV?
 - Spelling mistake / lack of information.
 - Bland CV
- What is likely to make you consider a CV seriously?
 - Good academic record;
 - Practical work experience (not necessarily related)
 - Evidence of ability to work with people or showing initiative
 - Something about you as a person, e.g. extra curricular activities, hobbies, interests.

Format

Paper:

- Use plain white A4 paper
- Only print on one-side of paper

Margins:

- Should never be less than 0.5 inches or greater than 1 inch

Font:

- Arial
- Times New Roman
- Palatino
- Cambria
- Calibri
- Helvetica

Font size:

- Body text: 10-12
- Headers: 10-14
- Your name: 18-21



Writing style:

- Use short, concise sentences
- Use bullet points and **bond font** to emphasize
- Check your spelling and grammar
- Do NOT include any graphics (tables, borders, etc.)

YOUR NAME

Contact information

Qualification summary (2-3 lines)

.....

Education (list recent one first)

-
-

Experience (list recent one first)

-
-

Skills

- Language skills.....
- Technical skills.....
- Computer skills.....

Awards (list recent one first)

.....

Others

- Activities, hobbies, interests.....
- References

Page #

Address,
Phone number
Email address

- Bachelor
- High school
- Projects you did in class, company, others
- Be specific
- Give details on what you achieved

Picture

Professional picture
(NOT in school uniform)

Bad vs. Good

Curriculum Vitae

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

Tel: 07900257283 Email: coolguy07@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
1993 – 1996	Stanford 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 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 Evans
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan_sanders2@hotmail.com

David Gibbons

57 Outlands Road, Dingley, LE16 9SJ
Mobile: 079 3316 8158 E-mail: David.gibbons@live.co.uk

Personal Profile

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

Education

2009 – 2013	BSc Computer Science (Hons)	Aston University
• 1st Class Degree with Professional Placement		

Relevant Modules:

- Professional and Social Aspects of Computing (7)
- Data Modelling and Database Systems (599)
- Understanding Information Systems (19)
- Information Security (674)
- Human-Computer Interaction (59)

2007 – 2009	BTEC National Diploma in IT	Hall Green College
• Triple Distinction		
2000 – 2007		Bourville Secondary School

Work Experience

2008 – Present	IT Manager	Maplins
• Mentoring and training new IT staff;		
• Researching, installing and configuring new computer systems;		
• Ensuring that all relevant licensing laws are adhered to;		
• Keeping up to date with the latest technologies.		
Oct 2003 – Jan 2008	IT Support Officer	Ladypool Warehouse Ltd.
• Provided extensive IT support to internal and external stakeholders;		
• Installed and configured computer hardware operating systems and applications;		
• Monitored and maintained computer systems and networks;		
• Resolved, diagnosed and solved network problems and relevant software faults.		
Jan 1999 – Sept 2003	IT Admin	West London Council
• Product Requirements Documentation (diagrams and workflow);		
• Maintained the computer network and information systems.		

1996 – 1999 Various jobs Retail (sectors)

Hobbies and Interests

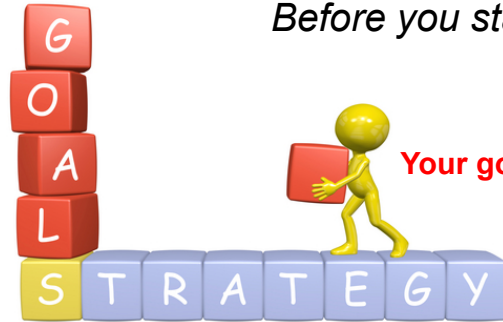
I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

References

Mr Saima Khan
Sales Manager
Flash Electronics Ltd.
Address: 24 St Denny Road, Postling, CT21 1QP
Tel: 0199 228 2091
Email: skhan_07@flashelectronics.co.uk



Before you start preparing your CV,
Keep in mind:



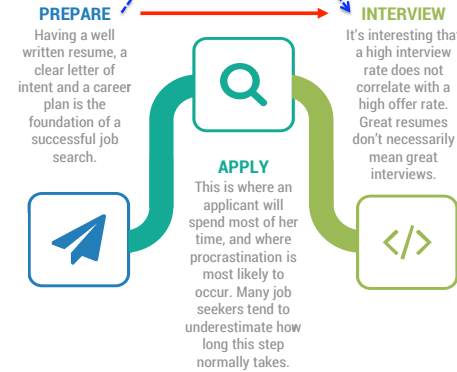
Your goal is to get an interview!!!



Stand out from the Crowd



HOW???



Ask yourself this question:

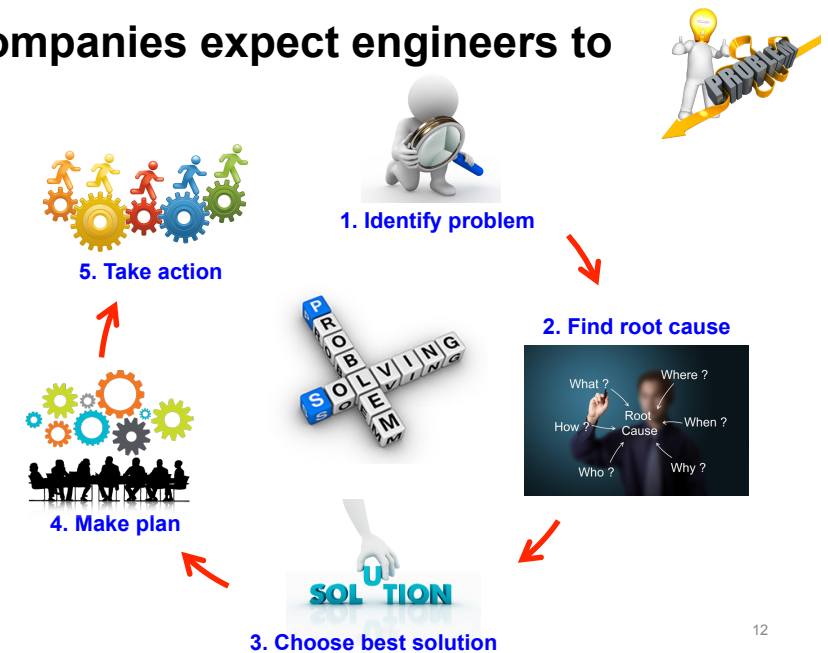
What can you do for the company?

- Why are you important to the company?
- What can you do to solve a problem that the company has?
- How can you improve quality of products or services?
- How can you reduce costs, waste, time or effort?
-

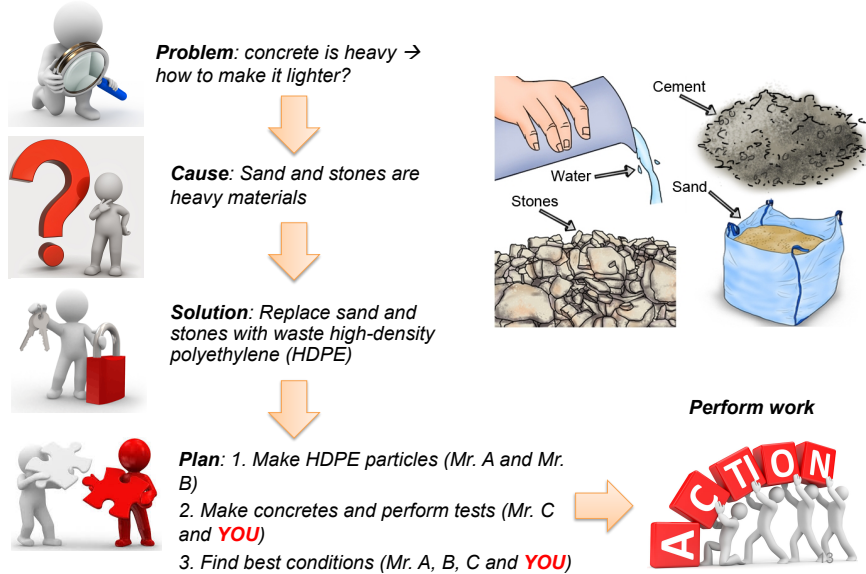
You haven't worked at the company yet, what can you do?

Show your skills and previous experiences

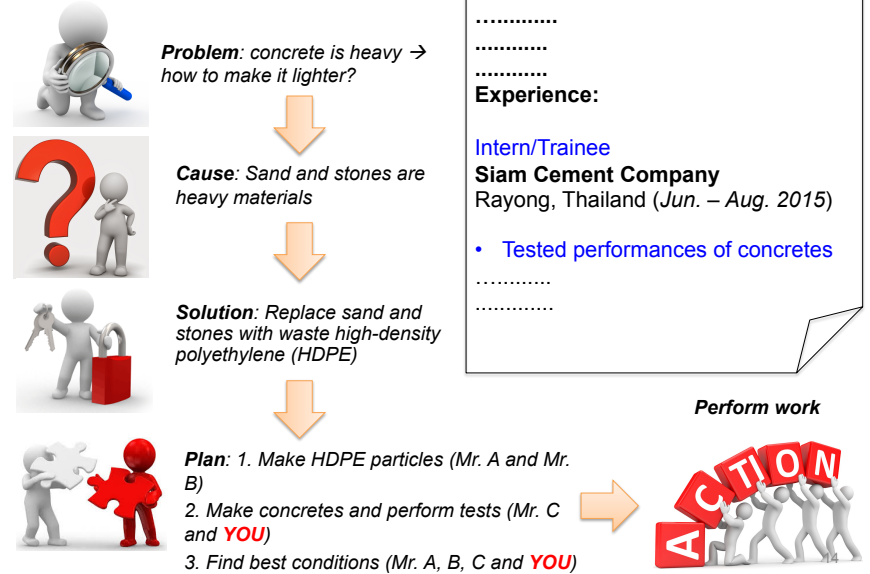
Companies expect engineers to



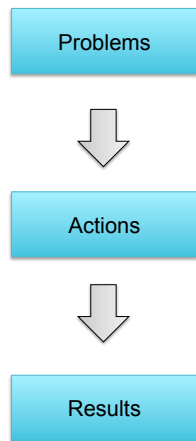
Example: *In your internship at SCG, your duty was to make particles to replace aggregate (rock, sand or gravel) in concrete*



Example:



Tell the truth!!!



Your RESUME

Intern/Trainee
Siam Cement Company Rayong, Thailand
(Jun. – Aug. 2015)
• Tested performances of concretes

OR

Material Characterization Intern
Siam Cement Company Rayong, Thailand
(Jun. – Aug. 2015)
• Evaluated mechanical properties (hardness, creep, shrinkage.. measurements) of concretes

OR

Material Engineer Intern
Siam Cement Company Rayong, Thailand
(Jun. – Aug. 2015)
• Developed a new process to reduce 30% weight of concrete by replacing stones with waste plastics (High density polyethylene)

Action Verb List

TECHNICAL SKILLS			COMMUNICATION/PEOPLE SKILLS		
Adapted	Fortified	Standardized	Accounted	Debated	Observed
Applied	Installed	Studied	Addresses	Defined	Outlined
Assembled	Maintained	Upgraded	Advised	Demonstrated	Participated
Built	Operated	Utilized	Arbitrated	Described	Persuaded
Calculated	Overhauled		Articulated	Developed	Presented
Compared	Printed		Assisted	Directed	Promoted
Conserved	Programmed		Authorized	Disciplined	Proposed
Constructed	Rectified		Clarified	Incorporated	Publicized
Converted	Regulated		Coached	Influenced	Reconciled
Debugged	Remodeled		Collaborated	Interacted	Recruited
Designed	Repaired		Communicated	Interpreted	Referred
Determined	Replaced		Composed	Interviewed	Reinforced
Developed	Restored		Condensed	Involved	Reported
Engineered	Solved		Conferred	Joined	Resolved
Fabricated	Specialized		Consulted	Judged	Responded
			Contacted	Lectured	
			Conveyed	Listened	
			Convinced	Marketed	
			Corresponded	Mediated	
			Counseled	Moderated	
				Negotiated	

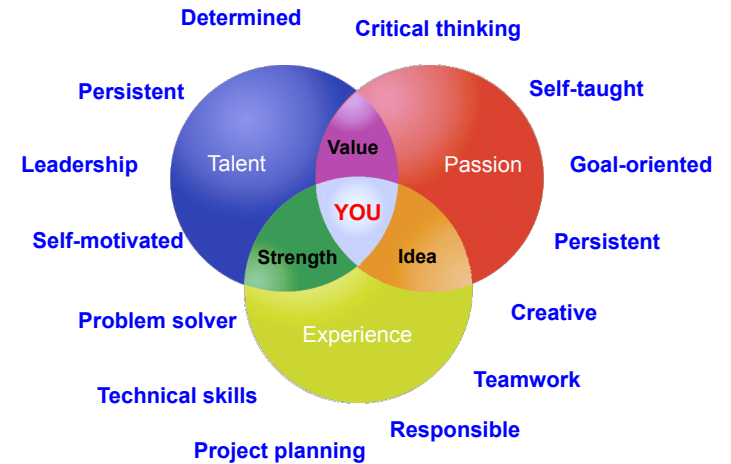
RESEARCH SKILLS			HELPING SKILLS		
Analyzed	Experiment-ed	Measured	Adapted	Demonstrated	Prevented
Clarified	Explored	Organized	Advocated	Diagnosed	Provided
Collected	Extracted	Researched	Aided	Educated	Referred
Compared	Formulated	Reviewed	Answered	Encouraged	Rehabilitated
Conducted	Gathered	Searched	Arranged	Ensured	Represented
Critiqued	Identified	Solved	Assessed	Expedited	Resolved
Detected	Inspected	Summarized	Assisted	Facilitated	Simplified
Determined	Interviewed	Surveyed	Cared for	Familiarized	Supplied
Diagnosed	Invented	Systematized	Clarified	Furthered	Supported
Evaluated	Investigated	Tested	Coached	Guided	Volunteered
Examined	Located		Collaborated	Helped	
			Contributed	Insured	
			Cooperated	Intervened	
			Counseled	Motivated	

Match your CV with the company needs



What does Company A do?	←-----	Tailor your resume to their needs
Analytical service	-----→	Highlight your technical skills: instruments - you learned/trained
Sales	-----→	Highlight your communication skills: persuade people, give training
Manufacturer	-----→	Highlight your processing skills: Processing steps – metal casting, thin films, polymer molding, etc.

Qualification summary



Qualification summary: examples



- A highly motivated BSc _____ student looking for a position in..... I have strong problem-solving and analytical skills
- A _____ undergraduate with substantial work experience in, looking for an opportunity to develop a career in

Acknowledgement

- Associate Prof. Sarintip Tantane (Dean of Engineering Faculty)
- Mrs. Jiratsumont Mueanmee
- A. Krisana Poolsawat (Materials Engineering)
- A. Narumon Seeponkai (Materials Engineering)
- A. Punyawan Lumpaopong (Mechanical Engineering)
- A. Kan Leewattanayingyong (Industrial Engineering)
- A. Po-ngarm Somkun (Industrial Engineering)
- A. Arphaphon Chanpirak (Chemical Engineering)
- A. Samorn Hirunpraditkoon (Chemical Engineering)
- A. Jirapat Ananpattarachai (Environmental Engineering)
- And everyone in Faculty of Engineering