





پوهنتون کاردان
KARDAN UNIVERSITY

CV Writing Workshop



By
Nasim Amarkhel



Outlines of Workshop



What is Resume?

What's CV ?

Importance

Components

Formats & Styles

Further Tips

Closing Remarks





What we will discuss?

- Purposes and uses of the Resume
- Standard Resume Formats
- Resume Sections
- Formatting Tips
- Special Considerations
- Keywords





The Purpose of the Resume

The resume's main purpose is to get you an interview!

- It is often the first item a potential employer sees about you and therefore is very important
- A resume is a short descriptive account of your work experience, education, qualifications, achievements, and special skills.
- (In addition, a resume may be requested by a scholarship committee or be part of your admissions application for graduate or professional school).





Resumes can be used in the following ways:

- To network with others, including at Career Fairs
- To be submitted along with an employer job application form and/or cover letter as you apply for open positions
- To be taken to a job interview
- To be coupled with a dynamic online presence, particularly, your LinkedIn profile





Standard Resume Formats

Reverse Chronological

Functional





Reverse Chronological Resume

Starts with your current experiences, and then goes back in time chronologically.

Most employers prefer this resume format.





Sample- Reverse Chronological Resume

James Dean

555 PLEASANT BLVD.

CHICAGO, IL, 55555

555-555-5555

JAMESDEAN@UNIVERSITY.COM

Education

SAMPLE UNIVERSITY , NAPERVILLE , IL UNITED STATES

Bachelor of Arts Candidate, May 2014

- Active In Philosophy Departmental Planning & Administration
- Yearly Dean's List Inclusion
- Vice President of Chess Club

Professional Experience

SAMPLE UNIVERSITY , CHICAGO , IL UNITED STATES

Department Office Assistant , Jan 2011 – present

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Direct, coordinate, and evaluate the activities of personnel, including support staff, engaged in administering academic institutions, departments or alumni organizations.
- Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so.
- Represent institutions at community and campus events, in meetings with other institution personnel, and during accreditation processes.

TARGET , NAPERVILLE , IL UNITED STATES

Shift Lead , Jul 2008 – Aug 2011

- Manage staff, preparing work schedules and assigning specific duties.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.

MCDONALDS , CHICAGO, IL UNITED STATES

Cashier , Mar 2006 – May 2008

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Assist customers by providing information and resolving their complaints.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Additional Skills

- Adobe Photoshop
- Asana Project Management Software
- Spanish Fluency
- CPR Certified





Functional Resume

Concentrates on your particular areas of expertise and specialized skills and abilities, rather than on individual job duties.

Job candidates who are entering new fields or have experience unrelated to their career goals might want to choose this format, because it **focuses on transferrable skills**, not specific job experiences.





Sample – Functional Resume

SOPHIA L. MEYERS

15993 Mayfair Court
West Bloomfield, MI

(248) 222-8520
sophialmeyers@aol.com

Talented young professional with skills and training in:
NEUROBIOLOGY AND BIOCHEMISTRY RESEARCH

Highly-accomplished, quick learner with an impressive **hands-on knowledge base** encompassing the entire spectrum of **neurobiological research**, with special expertise in Organic, Inorganic, Analytical, Solutions, Instrumental Analysis and Physical Chemistry. Regarded by peers and mentors as an overachiever who is **committed to excellence in this field**, as demonstrated by **outstanding academic achievement**. Demonstrate thorough and detailed research capabilities. *Experience and academic preparation include:*

- Molecular Theory
- Quantum Mechanical Modeling
- Mathematical Modeling
- Particle Location and Density
- DNA Analysis and Separation
- Reagent Preparations
- EDTA Titration Process
- Electron Neutron Diffraction
- Electrophoretic Techniques
- Thermodynamic Principles
- Ethology
- Blood Typing
- Diffusion Principles
- X-Ray Diffraction
- GCMS/MS

EDUCATION

Bachelor of Science in Biology and Biochemistry

Michigan State University, East Lansing MI ~ Graduated with the Highest Honors ~ 2006

RELEVANT EXPERIENCE & EMPLOYMENT

Scheduling Coordinator ~ Sterling Radiology Consultants, Sterling VA ~ 5/2006 to present

Neuroscience Intern ~ Michigan State University, East Lansing MI ~ 8/2005 to 5/2006

Medication Care Manager ~ Sunrise Assisted Living, East Lansing MI ~ 2/2003 to 7/2006

- **Clinical Trials:** Administered a significant drug trial and established a dosage response curve for the identification of invertebrate behavior using neuromodulators.
- **Medication Management:** Completed state requirements training to confidently, legally and safely administer patient medication and effectively document their immediate reaction. Managed a staff of 10, ordered and controlled the administration of all narcotics.
- **Ethology:** Performed pet care behavioral science medical procedures, including the administration of both local and general anesthesia, catheters, iv and injectables. Confidently handle x-rays and assess behavior modifications due to hormones, neuroreceptors and neurotransmitters.
- **Quality Assurance and Statistical Analysis:** Delivered 3+ year in-depth reagent preparation and reaction writing capstone project culminating in and solidifying expertise in testing chemicals to determine molarity of any solution.
- **Spectroscopy:** Trained in Chemical Detection Methods including UV detection, chromatography and polarity, as well as finding unknown chemicals by running samples using search criteria.
- **Gamete Shedding/Invitro Fertilization:** Oversaw a developmental biology project devoted to the invitro fertilization of insects, rats and invertebrates, whereby deliberate injection led to gamete shedding, fertilization of eggs in petry, and ultimately the reintroduction of eggs into animals.

PRESENTATIONS & CONFERENCES

Presented Topic: "Octopomine vs. Serotonin as a Neuromodulator and Neurotransmitter"



Resume Sections

- I. Personal Info
- II. Objective
- III. Summary of Qualifications
- IV. Education
- V. Work Experience
- VI. Skills
- VII. Awards & Activities
- VIII. Volunteer Experience
- IX. References

(this can vary)





I. Personal Information

- Name should stand out.
- Can vary the placement of name, address, phone number, email address.
- List only one phone number.
- Professional-sounding voice message
- Professional email address
- In certain cases, “Afghan Citizen” is appropriate here.





II. Objective

- Short and sweet is preferred if you are using your resume to apply for a specific position.

Example: *"Seeking position as HR Manager in UNDP."*

- If you are taking your resume to a career fair or uploading it to a website, the objective should be general.

Example: *"Seeking full-time accounting position."*





III. Summary of Qualifications

- Could also be called: “Profile”, “Qualifications”, or “Highlights”
- Should be tailored to the job in question via the job description

Example

“Blends academic training in social work with three years experience working with diverse clientele. Adept at interviewing, report writing and problem-solving. Professional, collaborative and committed.”





IV. Education

- Most recent degree or current study listed first
- List expected date of graduation.
- List options, minors and certificates.
- Spell out college name: *Kabul University*
- High school (freshmen only)
- List graduation with honors or high GPA





V. Work Experience/Work History Part I

- Current or most recent job experience first
- Not all jobs need to be listed - - why?
- List job title first.
- Include employer's name and city.
- Use bullets or paragraphs to detail job duties and accomplishments.
- Each descriptive phrase should begin with an action verb. (current job – use present tense; previous jobs – use past tense)
- If using bullet format, no more than 5 or 6 bullets items per job.





V. Work Experience/Work History Part 2

- Prioritize the order in which you describe job duties, with the most relevant ones listed first.
- Divide your work experience into “Related Experience” and “Other Experience”, if appropriate.
- Remember to list internships if they are related to your field. It doesn’t matter if you were paid or not – good experience is good experience!





VI. Skills

- **General “soft” skills** *Examples:* proactive approach, teamwork experience, analytical thinking, multitasking, customer relations
- **Computer/Technical skills**, listing known computer programs. *Examples:* Microsoft Word, Excel, PowerPoint, QuickBooks
- **Language skills** *Example:* Pashtu/Dari/ English





VII. Awards & Activities

- Include memberships in campus and community organizations.
- Make special note if you held an office.
- Dates are not required.
- Don't forget to list national associations.
- If listing a scholarship, indicate its name and who awarded it to you.
- Don't forget "Employee of the Month"





VIII. Volunteer Experience

Volunteer experience can be listed if it is meaningful and appropriate.

Social Work, Psychology, Sociology, credential students and some others may want to list their volunteer experience under "Work Experience" if it closely relates to their career goals and is significant.





IX. References “available upon request”

- Ideally, have at least 3 people agree to be your references.
- Do not ask family or friends, but consider employers, professors, scout leaders, clergy who know you well enough to address your talents and attributes as a good employee, student or citizen.
- Give your references a copy of your resume and keep them updated on your job hunt.
- **(Never list your references' names on the resume)**. Instead, only if requested, provide a list that includes: reference name, job title, place of employment, phone number and email address.





Formatting Tips

There is not one specific way to format your resume.

You have many choices. But the advice presented in this workshop comes from ***what employers tell us*** about their preferred resume formats.

A word about resume templates. You may choose to use a resume template (a means by which you 'plug in' your information into a prescribed format) but it isn't recommended unless you are short on time.

Templates aren't flexible and generally don't allow for customization – thus, use your own Microsoft Word skills to create your own unique document!





Formatting Tips, Part I

- Use one font and same size throughout document (exception – your name)
- Use **BOLD** to emphasize only the most important features of your resume
- Acceptable type sizes are 10, 11 and 12 pt.
- Be consistent with tabs, dates and other formatting features





Formatting Tips, Part 2

- Length is only important if you are handling the hard copy of the resume, in which case it should be one or two full pages.
- Decide on an overall design scheme – bullets or paragraphs?
- Make the resume professional-looking and inviting to read.





Special Considerations

Your resume should be targeted to the specific job you are applying for.



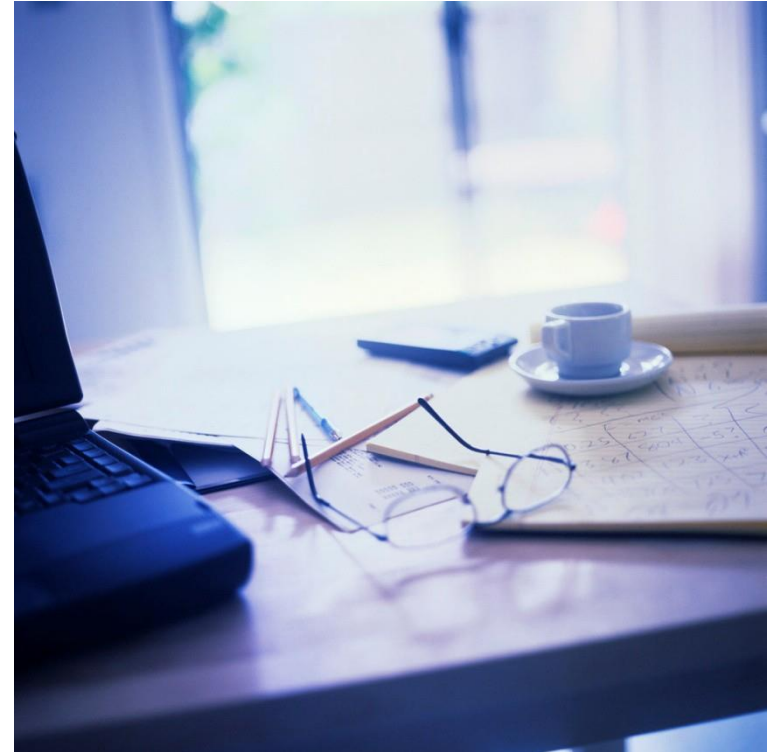
- The job description helps you customize your resume to the employer's needs.
- Make sure the employer doesn't miss out on your most marketable assets: put them in priority order in the top half or top two-thirds of the resume.





It's all in the details

- Do not use personal pronouns
- Double check your spelling, grammar and punctuation
- Print your resume on a good printer and use heavy (20 to 24 pound) neutral-colored paper





The whole truth, and nothing but the truth . . .

Never ever include false information on your resume.

With the technology that is available today, employers can easily check on your background.



What is Curriculum Vitae?





What is a CV? And how does it differ from a resume?

- A curriculum vitae (or CV) is longer and much more detailed than a resume because its purpose is different.
- CV's are usually requested from individuals who are applying for graduate or professional school admission, or job opportunities related to science, research, or higher education.
- Career Center staff can review your CV, just as we review student resumes.



A short summary of your educational & work history, awards & achievements



**It's not One Size Fits All!
You need to tailor your
C.V to each position you
apply for.**



Funny Facts

- The average time spent by recruiters looking at a resume: 5 to 7 seconds.
- 76% of resumes are discarded for an unprofessional email address.
- 88% rejection rate when you include a photo on your resume.
- 68% of employers will find you on Facebook.
- There are 15 million brands and organizations on Facebook.
- 18,400,000 applicants found their job on Facebook.
- 10,200,000 applicants found their job on LinkedIn.
- 89% of recruiters have hired someone through LinkedIn.
- 8,000,000 applicants found their job on Twitter.



Types Of CV

- **Chronically:**
A chronological CV focuses on presenting the candidate's experience on an employer-by-employer basis, with the posts being listed in reverse chronological order. Chronological CVs should also contain a brief personal statement at the front which sets out the key skills and strengths of the candidate. This is the most common type of CV.
- **Functional:**
Unlike a chronological CV, a functional CV places the emphasis on your skills and expertise rather than the chronology of your employment to date.
- **Combined**

It is a marketing & job winning tool





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WHY??!





Sell yourself

Firstly you need to understand that your CV is all about selling yourself. In the first instance the potential employer is not looking for reasons to hire you, but looking for reasons to discard you.

To even stand a chance your CV has to be as good as the best CVs the recruiter receives. This doesn't mean your experiences, skills, qualifications or video have to be the best. This means your CV has to be the best overall!

Often the best CVs get the interviews not the best candidates.



Look professional

Do you have a professional email address?

If not create a reliable webmail, like Gmail, and have it as your name, with as little numbers in as possible.

firstname.surname@gmail.com

looks better than

x_funky_hunkster_x@hotmail.co.uk

If you have a picture or video on your profile make sure you are dressed to impress!



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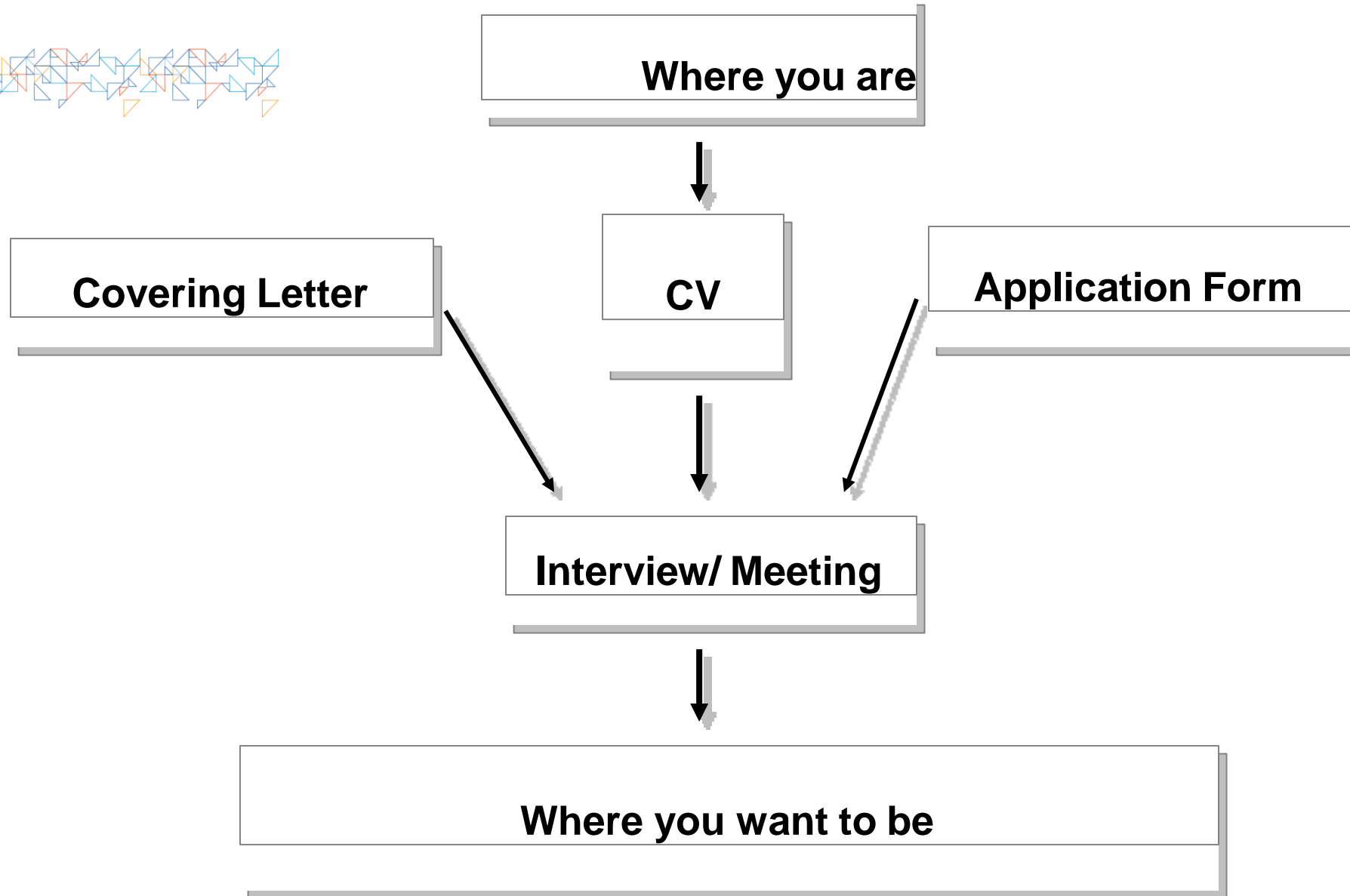
One Clear Objective

“TO WIN AN INTERVIEW”



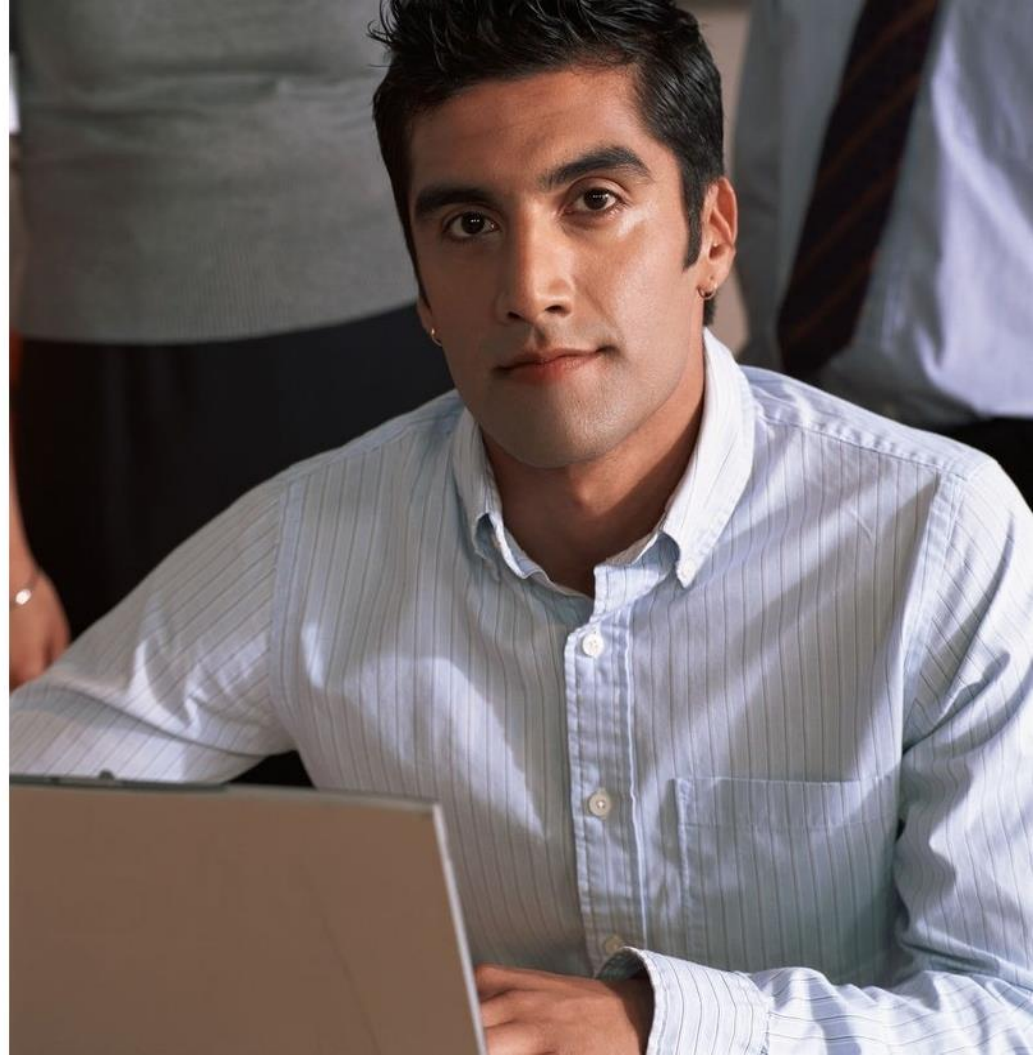
*The purpose of a CV is to
get the interview-NOT to
get the job.*







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NO CV, NO JOB
Be first to Learn to Write CV



COMPONENTS OF CV

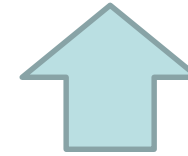
Personal Data

CV

References



Objective

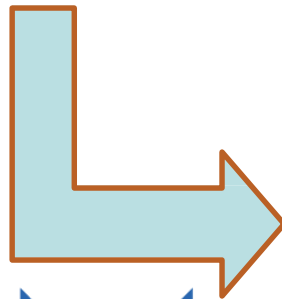


Certificates

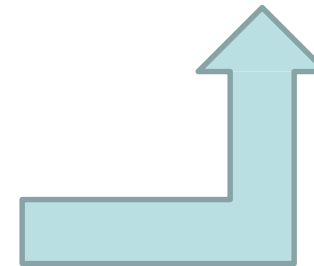


Employment History

Skill Area



Education History





Your Resume

Contact Information

Objective

Education

Experience

Honors & Activities

Chris Q. Surname

<p>Campus Address 1234 Wallace Avenue West Lafayette, IN 47906 (317) 333-4567 chrisq@email.address.com</p>	<p>Permanent Address 1234 Circle Trail Long Beach, CA 90800 (310) 333-4567 http://web.address-chrisq</p>
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Objective
A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry

Education
Purdue University, West Lafayette, IN
Krassman School of Management
B.S. in Management
• Marketing Minor
• Human Resources Minor

May 1999
Major GPA: 3.94/0
GPA: 3.94/0

Faculty Computer Applications
Microsoft Office
Microsoft Access

Marketing Communications
Internship Employee

Special Course Project
• Acted as class advisor for Memorial Hospital as part of Business Writing team project
• Conducted research and prepared report on more efficient communication systems

Volunteer Service
Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1993 to May 1994
• Prepared prescriptions to meet diverse needs of patients and customers
• Oriented various pharmaceutical products from different suppliers, handled billing
• Offered over 100 hours of volunteer service in health care facility

Work Experience
Cashier, Arden's Supermarket, Michigan City, IN May 1995-August 1997
• Treated new employees in customer service and efficient money handling
• Balanced cash register drawers and maintained high level of accuracy
• Assisted manager with inventory and ordering procedures

Sales Associate, Norel's Cottage, Michigan City, IN July 1993-November 1994
• Balanced registers and operated cash stand in a responsible manner

Leadership Activities
Delta Mu Sigma
• Capital Committee Co-Chair
• Treasurer
• Publicity
Delta Gamma Society

Delta Sigma Pi Professional Fraternity
Kappa Kappa Kappa Fraternity Honors
Management Ambassadors
Purdue Water Ski Club
March of Dimes Walk-Arunika



Format and Style

Chronological CV (Recommended)

Most common and easiest to prepare

Lists employment history in chronological order starting with the most recent

Demonstrates a steady employment record

MARK WILLIAMS

Campus

30000 Georgia Tech Station
Atlanta, GA 30332
(404) 75x-xxxx

Permanent

606 Noe Street
San Francisco, CA 94114
(415) 48x-xxxx

OBJECTIVE:

Sales/marketing position in the personal computer industry.

EDUCATION:

Bachelor of Science in Management, with special emphasis in Consumer and Managerial Economics. Georgia Institute of Technology, June 20xx.

EXPERIENCE:

Marketing/Sales Intern, Progressive Microproducts, Atlanta, GA (month/19xx–Present)
Market personal computer hardware and software. Develop and implement marketing and advertising strategies. Design and develop educational and entertainment software for personal computers. Participate in numerous microcomputer trade shows.

Management Trainee/Salesperson, Grand Auto, Atlanta, GA (month/19xx–month/19xx)
Performed sales work for auto parts store with annual sales exceeding \$35 million. Position required use of interpersonal skills to work effectively with customers and employees. Maintained a large store inventory utilizing a computerized inventory system. Supervised and trained sales personnel. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.

Salesperson, Consumers Distribution, Daly City, CA (month/19xx–month/19xx)
Performed general merchandise sales for large catalog chain store. Handled cash, performed inventory control, and completed clerical tasks.

LEADERSHIP:

American Marketing Association
Fundraising Chairperson, Delta Sigma Pi, a service fraternity
Georgia Tech Sailing Club

REFERENCES:

Available upon request.



Format and Style

Functional CV

Highlights skills and accomplishments vs. dates

People who have had many jobs & those changing careers

Sample

MARK WILLIAMS

606 Noe Street
San Francisco, CA 94114
(415) 48x-xxxx

OBJECTIVE Sales/marketing position in the personal computer industry.

EDUCATION Bachelor of Science in Management, with special emphasis in Consumer and Managerial Economics. Georgia Institute of Technology, June 19xx.

AREAS OF EFFECTIVENESS

MARKETING/SALES

- Marketed personal computer hardware and software.
- Developed and implemented marketing and advertising strategies.
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million.
- Recognized for impressive sales record and received quarterly awards for outstanding performance.
- Performed general merchandise sales for large catalog sales store.
- Participated in numerous microcomputer trade shows.

ORGANIZATION/PLANNING

- Designed and developed educational and entertainment software for personal computers.
- Developed peripheral hardware for microcomputers.
- Implemented parts department reorganization for enhanced work flow.
- Developed effective in-store and window displays.

COMMUNICATION SKILLS

- Communicated effectively with customers and employees.
- Revised policy manuals and developed curricula for training sessions.
- Supervised and trained sales personnel.
- Presented material to supervisors and managers on peripheral hardware for inventory control.

EMPLOYMENT HISTORY

Marketing/Sales Intern, Progressive Microproducts, Atlanta, GA, month/19xx-Present.
Management Trainee/Salesperson, Grand Auto, Inc., Atlanta, GA, month/19xx-month/19xx.
Salesperson, Consumers Distributing Company, Daly City, CA, month/19xx-month/19xx.

ACTIVITIES

American Marketing Association
Fundraising Chairperson, Delta Sigma Pi, a service fraternity
Georgia Tech Sailing Club

REFERENCES

Available upon request.



Which elements are appropriate for a CV?

- Name and Contact Information
- Objective
- Work History/Experience
- Education
- Certification/Diploma/Training/Workshops
- Skills
- Activities
- References





Name and Contact Information

- Do not write "Curriculum Vitae" on your CV
- On top of page:
 - Name – slightly larger font size (14 or 16)
 - Contact information
 - Current Address
 - Phone number(s)
 - Email address





Name and Contact Information

- Keep it concise and relevant – include only your name, email ID and contact number.
 - Follow *3-3-4 rule* for contact number +92-788-073 761 format
 - Postal address is optional
- Keep a professional email id e.g. n.amarkhel@kardan.edu.af
 - Cool_killer_27@yahoo.com does not create a good first impression
- Your height, color, marital status etc. need **not** be mentioned
- Details about your family are also **not** required
 - E.g. Name and occupation of your father, mother, and/or siblings





Name & Contact Information ~Examples~

Nasim Amarkhel

Old Mukroryan, Kabul ▪ 0788-073 761 ▪ n.amarkhel@kardan.edu.af

Nasim Amarkhel

Old Mukroryan, Kabul

0788-973 761

n.amarkhel@kardan.edu.af

Nasim Amarkhel

Current Address:

Old Mukroryan.
Kabul, Afghanistan

n.amarkhel@kardan.edu.af

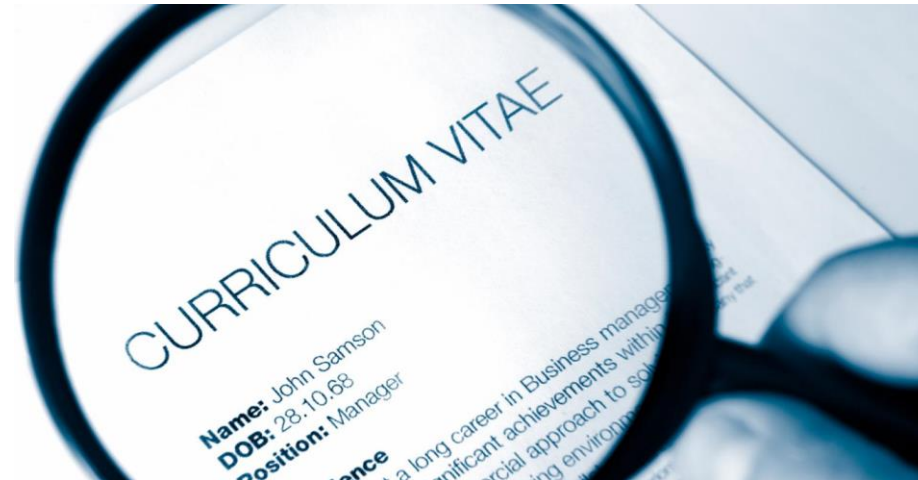
0788- 073 761

Permanent Address:

Maidan Shar.
Maidan Wardak Province



CAREER OBJECTIVE OR PERSONAL STATEMENT





Career Objective



Phrase a realistic objective:

Examples:

- "A creative position where extensive marketing, writing, management, and technical skills are required, preferably within Database Management".
- "Desire a position in the office management, secretarial or clerical area. Prefer a position requiring responsibility and a variety of tasks".





Career Objective

Make it as specific as possible

Objectives can be based around

– Position

- Wish to join a medicine company or a pharmaceutical market research department as an Medical professional. Long term goal is a senior management position in medicine marketing.
- Interested in entry level buying position with large department store, leading to management responsibilities.

– Field

- Interested in banking job with emphasis on finance. Entry level position in branch management, credit analysis or commercial .
- Wish to begin career in media or market research department with large agency. Eventual goal is account executive position

– Skills

- Seeking a position that will utilize my strong quantitative, math and communication skills. Particular areas of interest are data processing and research.





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Write down the
objective of
your CV.



Experience

- Chronological format: use most recent 1st include all work experience
- Includes full-time paid jobs, part time jobs, trainings.
- List the month/years you worked, position, name and location of employer or place, and responsibilities you had.
- List the most important responsibilities or successes first.
- List your Achievements in each job





Experience

2016 Azizi Bank Kabul

Relationship Officer

- performed my duties in Car loan Department.
- motivated the clients for getting car loans.
- completed documentation of the loans.



2015 Kabul Bank Kabul

Direct Sales Representative

- performed my duties in Personal loan Department.
- motivated the clients for getting loans.
- did documentation of the loans.



2013 Amarkhel Pharma (Pvt). Ltd Kabul

Sales Promotion Officer

- promoted company's products.
- collect ed orders from pharmaceutical clients.
- did market survey of different products.





Use Action Verbs!

Keep it brief and to the point

Accomplished

Achieved

Analyzed

Assisted

Communicated

Coordinated

Created

Designed

Directed

Described

Developed

Designed

Effectively

Edited

Formulated

Implemented

Initiated

Led

Managed

Organized

Planned

Solved

Reported

Sold





Education

- Usually means post-secondary and can include college and university.
- If you are just starting college, you can include high school as well.
- **List the following:**
 - Degrees.
 - Month/year obtained or expected.
 - A brief summary of important courses you've taken might also be helpful.





Education

- **M.A. in Economics**

2015–2017 Kabul University

“Second Division”

Marketing, Economics, Economics of Public Finance

- **Bachelors in Business Administration**

2010–2014 Kardam University

“Second Division”





Skills

- List:
 - Computer and Software.
 - Languages (indicating the grade of fluency).
 - Technical skills.
 - Communication or Leadership among others (soft skills).

- Match your skills and experience with an employer's needs.

- Difference between trainings & skills.





Activities

- **In university or outside: Conferences, Volunteering, charity.**
- **Internet Browsing.**
- **Reading, Music, ... etc.**





References

You need not put these on your CV, instead, you can prepare a separate list of references. Usually, you give this list to prospective employers after your interview.



Write in your CV

References furnished upon request.





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REMEMBER !!!

Employer scans your CV
for the first time in less
than 20 seconds.





Do's

- Use a readable font
- Always **spell check** your CV Feedback from other people
- Be **truthful**
- Write in past tense
- Font size should be between 10 and 12 pt
- Get somebody to check the grammar. Grammatical errors will almost **always** be noticed
- Create **different résumé** for different functional areas





Don'ts

- If you're considering enclosing a photograph of yourself, don't! It's not necessary
- Avoid odd-size paper or loud colors
- Don't include on your CV.
 - your height, weight, date of birth, place of birth, marital status, ethnicity/race, health,
 - reasons for leaving previous job,
 - names of former supervisors,
 - specific street addresses or phone numbers of former employers, salary information,
 - the title "Curriculum Vitae or CV"





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More useful resources.....

<http://www.milkround.com>
www.work-placement.co.uk
www.gradjobs.co.uk
www.studentemploymentservices.co.uk
www.RateMyPlacement.co.uk
<http://www.gradcracker.com/>
<http://www.allaboutcareers.com/jobs>
www.Wikijob.co.uk
www.fledglings.net

Thanks

Together there is no Mountain, we can't climb !

