# University Centre Abdelhafid Boussouf E-learning Centre

**English – Level 3**

## Lesson 09
### Curriculum Vitae VS Resume

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## *Objectives of the Lesson*

- At the end of this lesson, students will be able to differentiate between a curriculum vitae and a resume. As they will learn how to write a good CV/resume.

## *Curriculum Vitae VS Resume*

## 1- Curriculum Vitae:

A curriculum Vitae, also known as (CV). It is a document used to list one's qualifications and professional career.

There is no limit to how long a CV should be, but it is usually a two-page minimum summary of a person's academic background. It should also include any research experience, applicable publications, presentations, honors, awards and other related information.

## 2- Resume

A resume is a one-page summary of your work experience and background relevant to the job you are applying to. "Resume is derived from the French word résumé, meaning summary. It's a formal document that expresses an individual's career background, achievements and skills using a chronological, functional or combined format.

## 3- CV vs. Resume:

A CV is typically longer than a traditional resume. It includes additional sections such as research, publications, presentations, professional association and more. In contrast, a resume provides a concise picture of your skills and qualifications for a specific position. CVs are commonly two or more pages while resumes are typically only one page in length.

## 4- Components of a CV:

A good CV should enable an employer to see at a glance who you are and what you have doing in your life, and the way in which information is organized could mean the difference between rejection and being offered a sought-after interview. Therefore, it is of utmost importance to make a good first impression.

- A good CV should include the following elements:

   a. **Personal Details:** a CV must begin with your contact information

   - Full Name
   - Address
   - Phone number
   - Email Address

**b.  Professional experience:**

- List your work experience, both paid and unpaid, in reverse order, starting by your current job (if you have one).

- Include the name of the organization where you worked, the job title, the location, and the dates you were employed there.

- For each application, include a short summary of your accomplishments, competences…

- Use action verbs. For example, include words like "created", "analyzed" to present yourself as a person who shows initiative.

- Do not leave any gaps in your work history. Always explain why you did not work during that time.

**c.  Education and qualifications:**

- List your university qualifications; begin with the highest level of educational achievement.

- If you are still studying, make this clear and indicate when your course is going to end.


 **d.  Skills and achievements:** this section should provide a quick overview of your strongest and most pertinent skills or qualifications:

-  Indicate computer skills and other technical skills related to the position.

- Include foreign languages skills.

- Include details of courses or training you have completed

- List, always in reverse order, any other professional achievements or awards you have received. Make sure they are relevant to the job you are applying for.

- Avoid generic, over-used phrases such as "team player" and "hardworking". Instead, provide real-life examples that demonstrate all of these skills.


**e.  Interests:** in this section, consider what impression you want to leave on the reader. Relevant interests can provide a more complete picture of who you are.

- Include interests that show positive traits or skills, such as dedication.

- Consider whether the employer would look favourably or unfavourably on that hobby or interest.

**f. References:** provide names and addresses of two people who are willing to be contacted by the perspective employer with a view to commenting on your experience and personal qualities.

*Note: Make sure that their permission is obtained before using their names, and try to ensure that your chosen referees are available at short notice.*

## 5- Tips for writing a good CV:

- Quality over quantity is the rule. Care should be taken to give accurate and descriptive, but concise, accounts of one's participation.
- Your CV must be well organized and easy to read. Avoid the temptation to get creative; use a simple font like Times New Roman.
- Choose an effective format and be consistent.
- Use blank space between sections and leave 1-inch margins on all four edges. Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page. Include only factual information.
- Proofread: before you send your CV to employers, take time to carefully check your spelling, grammar, and syntax. An error-free CV increases readability and demonstrates professionalism