

Writing good CV

It very important to know whether your CV is sound, good looking and reflecting your image, before all that you need to know What good Cv is and what is not .

We are going first to know CV and the information it contains

CV is your life history, it come from Latin, it is away of presenting your self.

A CV is quite simply an “advert” to sell your self to an employer.

Contents of CV

CV's contain information about your self, your work experience and your educational background in general but it makes no sense what kind of information it contains if it's not written in a good way, and follow the processes of writing it.

CV heading: in the CV heading you can write down, your personal information/general information, which is

Name

Surname

Local address

E-mail address

Phone number

Skill summary/ personal profile

Skill summary section of your CV includes your main skills. This skill summary is also called profile

CV Objective: the CV objective is the part of CV which explains the position you want, this must be short concise that informs the employer the kind of work you want .it should be included the type of the position you want and the role .

If you are hunting a job its better to have several CV's with different profiles

Education on your CV: your CV should display your educational background; include all your certifications from academic and non academic institutions especially that are relevant to the job you are applying.

Work experience: your CV should have the section of work experience because your greatest goal is to tell your employer that you have similar experience with this vacant job, your are going to show your experience that will help him/her to see that you are the right person for this job, so how you present your work experience will help you to achieve more.

Accomplishments:

In your CV you need to tell the accomplishments you have its kind of telling your achievements and your success in your history.

The activities and the interests: your CV should have the activities you do during your leisure or free time and your interests.

The reference: in the last part of your CV, reference persons should be written or other wise you can say they are available on request.

This depends on the criteria of the employers; if they say you should include your CV a certain number of referees you should fellow the instructions.

What is the difference between CV and Resume?

The primary differences between a resume and curriculum vitae (CV) are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise - no more than a page or two, Curriculum Vitae is a longer (at least two page) and more detailed synopsis.

A Curriculum Vita includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa, or Asia, employers may expect to receive curriculum vitae.

Good and bad CV's

Good CV characteristics

Write your name at the head of the CV for example

Abdikader ALI,

The name should be in a large font size to stand out.

The address should be neat and in space-saving format.

Goljano, near maqal and muqaal,

You can also write your e-mail, and your phone, gender is not necessary to write.

In the profile or the CV objective, it needs to be short, punchy and targeted at the skills required for the job you are applying for.

Work experience: you should write relevant work experience first and tell the skill you developed.

You should also mention the menial jobs you did

Interests and activities: you should tell your personal interests in simple way
Example:

Interests

Sports, reading

Skills

In writing the other skills you have, should be written in simple but effective bullets which give order and clarity to the page.

Reference: in the last stage of your CV you need not to include your referees (although it is perfect to add).reference is normally taken up at the interview stage. It's exceptional when the employer asks to add the reference.

Bad CV's

Bad CV's are the ones you want to avoid, if you want to know that something is bad it's good to know what that thing is and is not, so in here you have seen the characteristics and the contents of good CV, instead you want to see bad one.

The bad has the following shape

Writing the head in CV with no correct spelling

Writing your address in bad format, suppose your e-mail must contain your name, or any other name which will be easy to read not sentence

Bad formatting, the formatting of a bad CV is bad, it's not consistent

The heading is not good and the other writings as well

In writing Personal details bad CV's include the nationality of the applicant, don't use to write the CV to your nationality

CV's has the blood type of the person, this is unnecessary information for your CV, please leave it and don't include it