



Preparing a good CV

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The differences Between a Resume and CV

- Resumes are ***competency-based***: A Resume is a personal marketing document intended to showcase the candidate's skills, notable achievements, and work experience to the greatest advantage.
- CVs, submitted for jobs in academia, scientific research, and medical fields, are ***credential-based***, providing a comprehensive (and often lengthy) listing of one's education, certifications, research experience, and professional affiliations and memberships.

Definition of a CV

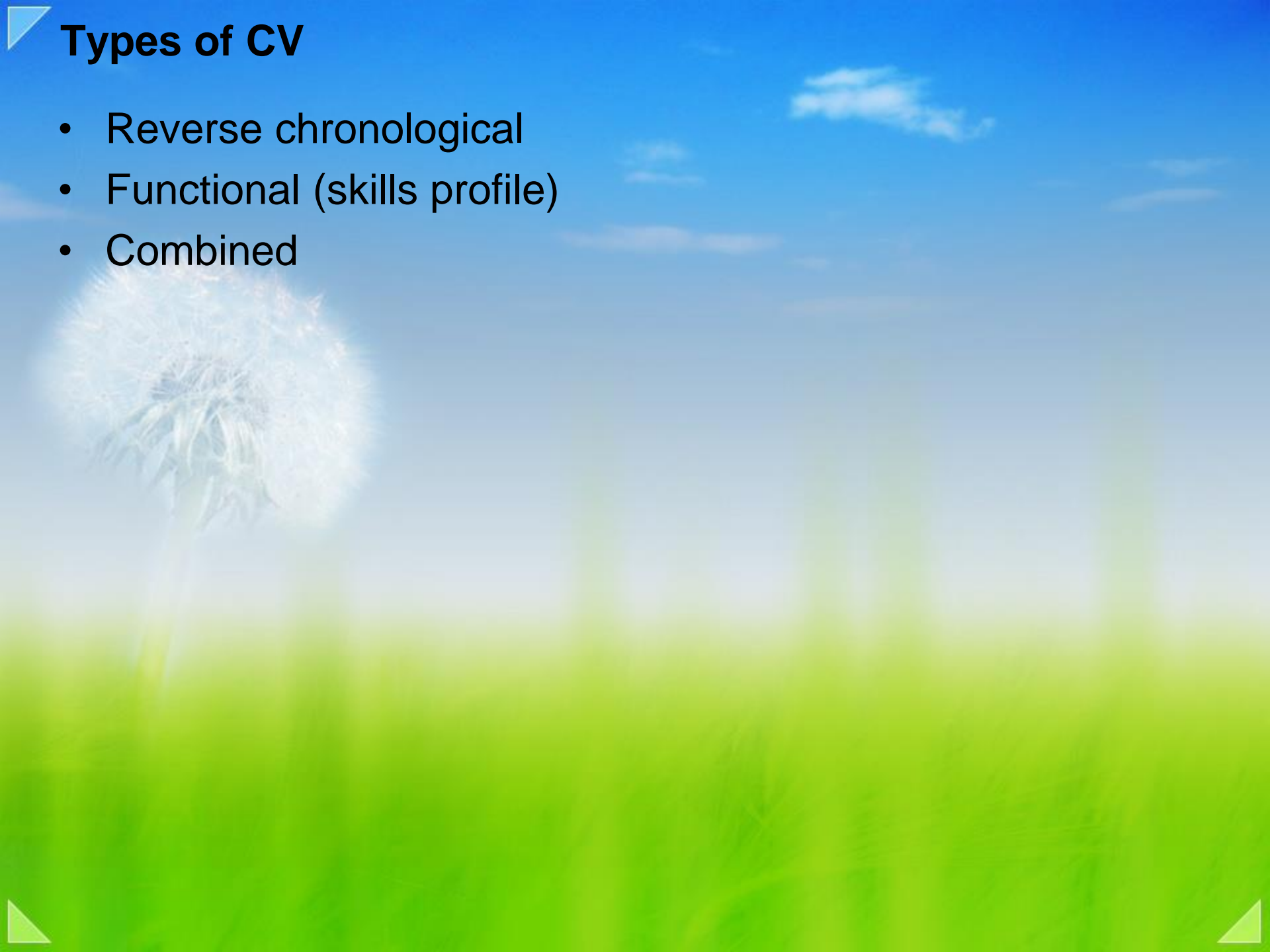
- A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document
- highlighting your professional and academic history.
- CVs typically include information like work experience, achievements and awards.
- Scholarships or grants you’ve earned, coursework, research projects and publications of your work.

Definition of a Resume

- Simply put, a resume is a one- to two-page document that sums up a job seeker's qualifications for the jobs they're interested in.
- More than just a formal job application, a resume is a marketing tool that job seekers use to communicate their value to employers.

Types of CV

- Reverse chronological
- Functional (skills profile)
- Combined



Chronology

- A chronological CV focuses on presenting the candidate's experience on an employer-by employer basis.
- 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.

Structure of CV

- Personal Details (i.e. name and contact details)
- Personal Profile
- Career History in reverse chronological order unless you are a graduate or you have very little work experience, in which case, it may be best to start with your Education and Qualifications
- Education and Qualifications
- Professional Memberships
- Other Information
- Interests

Format of Chronology CV

NAME

Address

(Home)

(Mobile)

Tel:

Email:

PROFESSIONAL PROFILE

CORE STRENGTHS

PROFESSIONAL EXPERIENCE

COMPANY NAME

Date

Job Title

Paragraph of Responsibilities

- Achievement 1
- Achievement 2
- Achievement 3
- Achievement 4

COMPANY NAME

Date

Job Title

Paragraph of Responsibilities

- Achievement 1
- Achievement 2

PROFESSIONAL EXPERIENCE CONT'D

COMPANY NAME

Date

Job Title

Paragraph of Responsibilities

- Achievement 1
- Achievement 2
- Achievement 3
- Achievement 4

EDUCATION AND TRAINING

Qualification, Establishment, Location, Date

Qualification, Establishment, Location, Date

Qualification, Establishment, Location, Date

Qualification, Establishment, Location, Date

FURTHER COURSES

Course, Establishment, Location, Date

Course, Establishment, Location, Date

Course, Establishment, Location, Date

ADDITIONAL INFORMATION

INTERESTS

Functional CV

- A functional CV places emphasis on your:
- skills and expertise rather than the chronology of your employment to date.
- A functional CV typically starts with a personal profile which highlights the achievements, skills and personal qualities that you possess.

Structure of Functional CV

NAME

Telephone:

Address
(Home)
Email:

(Mobile)

PROFESSIONAL PROFILE

SKILLS AND EXPERIENCE

-
-
-
-

SKILLS AND EXPERIENCE

-
-
-
-

SKILLS AND EXPERIENCE

-
-
-
-

SKILLS AND EXPERIENCE

Structure of Functional CV

CAREER SUMMARY

Date COMPANY, Job Title
Date COMPANY, Job Title
Date COMPANY, Job Title
Date COMPANY, Job Title

EDUCATION AND TRAINING

Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date

FURTHER COURSES

Course, Establishment, Location, Date
Course, Establishment, Location, Date
Course, Establishment, Location, Date

ADDITIONAL INFORMATION

INTERESTS

Structure of Functional CV

- Achievement 1
- Achievement 2
- Achievement 3

Date COMPANY, Job Title
Date COMPANY, Job Title
Date COMPANY, Job Title
Date COMPANY, Job Title

EDUCATION AND TRAINING

Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date
Qualification, Establishment, Location, Date

FURTHER COURSES

Course, Establishment, Location, Date
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ADDITIONAL INFORMATION

INTERESTS

A combined CV

- A combined CV follows both the chronological and
- functional format, which makes the CV slightly longer
- than normal. However, it does offer the best of both
- types of CV and is becoming a more popular
- structure to use

Tips OF writing an Effective CV

- Write a targeted CV
- Be clear and structured. There is no way recruiters are going to read all the **CVs** in detail. ...
- Avoid embellishments. ...
- Be concise. ...
- 4. Make sure you can be easily contacted. ...
- Remove all unnecessary information. ...
- Put the emphasis on your experience. ...
- Only mention relevant training. ...
- Work in chronological order.