



Official Resume for work in Internet.

Perfored: Davydova Darja (27604)

A lecturer: Sergeeva Elena Anatolievna

IMPORTANT!



City of residence;
Year of birth;
Work phone;
Business photo.

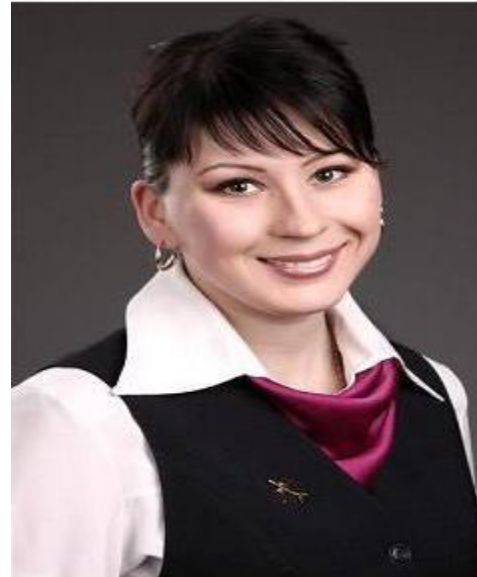


Region of residence;
Age;
Phone that is disabled;
Photo from the beach,
vacation, party, with
friends.

Comparison

RIGHT

- Moscow
- 1987
- 8 879 645 21 35



Comparison

WRONG

- Russia
- 27 years
- 8 392 541 28 1



Education.

And no mistake !

Name of the UNI;

Specialization;

Graduation year;

* .

*Not forget!

Courses

Trainings

Seminars



What to write if you do not have work experience?

- Internships, practices (including companies)
- Theme of the diploma, if it coincides with the vacancy.



When you have work experience:

- Period of work;
- Company name;
- Position;
- Responsibilities;
- An Achievements*;
- Last 3 jobs;
- Identify the contacts of the person who can give a recommendation.



*write in the form of the result: achieved, did.

Little secret.

Words in a resume.

Useful.

Reached;
Put forward the idea;
Showed initiative;
Trained;(обучил)
Created;
Improved;
Managed.

It is better not to write.

A big salary;
Sociable;
I love/want;
Responsible;
Trained.(обучаемый)



New words.



- Disabled – отключен
- To coincide - совпадать
- Responsibilities – обязанности
- Achievements - достижения
- Reached - достигнуто
- Put forward the idea - предложить идею
- Showed initiative – проявить инициативу
- Trained – обучал
- To Create -создавать
- To Improve – улучшать
- Managed - удалось

Thank you very much for your attention!