

How to write the right CV.

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CV structure

- 1) Personal information
- 2) Objective
- 3) Education
- 4) Qualifications
- 5) Work experience
- 6) Personal qualities
- 7) Special skills
- 8) Awards
- 9) References



1. Personal information

In the upper right corner at the beginning of the resume, you need to place your photo of good quality. To the left of the photo, specify basic information about yourself. This section consists of the following items:

Name First and last name in English. If you have a passport, write down this data from it letter by letter.

Address The address is usually written in this order: house number and street name, apartment number, city, zip code, country.
Example : 201 Lenina Street, apt. 25, Moscow, 215315, Russia.

Phone number Phone number. Specify your number in an international format, because the employer can call you from another country.

Marital status married, single, divorced. (optional)

Date of birth We recommend writing the month in letters, since there are different formats for writing dates abroad. To avoid confusion, write, for example: 25th July 1985. Remember, the names of the months in English are written with a capital letter.

Email your.name@gmail.com

2. Objective

In this paragraph, you must specify the purpose of the resume - the job you are applying for. At the same time, you can not just write what position you are interested in, but also briefly justify why you should take it, what qualities will help you successfully realize yourself in this place.

Example:

Sales manager.

An office accountant position in the Name company.

A general office position with a focus on wholesaling.

To contribute professional skills to achieving your company's goals as an accountant.

To obtain employment in the field of client support that will allow me to use my ability to communicate with people and take advantage of my knowledge of English.

I am seeking employment with a company where I can use my ability to communicate with people and take advantage of my knowledge of English.

I am seeking a competitive and challenging environment where I can use my ability to communicate with people and take advantage of my knowledge of English.

I am seeking a position in the banking sector focusing on microcredit.

I want to obtain a position as an accountant in your company.

I am looking for a position as a sales manager for a distributive company.

3. Education

In this section, you need to write what kind of education you received after school and where exactly. That is, you need to specify the full name of the educational institution, faculty, specialty and your educational qualification level. If you have graduated from several educational institutions, indicate them in reverse chronological order - from the last to the first. See an example of how you can indicate your education in your resume if, for example, you studied at college and university:

***Lomonosov Moscow State University, Economics
department, Master's degree in Marketing (2001—2006)
September 1999 — May 2001
Krasnodar Marketing College
Marketing analyst — basic***



4. Qualifications

In this section, you can specify all the professional courses that you have studied or are studying. If you have also attended training seminars or conferences, be sure to indicate this fact:

September — December 2014; Programming in Java courses at the Solution Training Centre, Moscow, Russia

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present
Certificate in Accounting



5. Work experience

At this point, you must provide a potential employer with information about your professional experience. You need to list all the jobs in reverse chronological order, that is, from the last to the first. For each of the places of work, you must specify the full name of the company and your position. Also indicate in which country and in which city you worked. You can also specify the type of activity of the company and the name of the department in which you worked.

If you do not have official work experience, you can specify in this section an internship, internship, part-time work, freelancing, participation in any projects, etc.

In the same section of the resume in English, you can specify your professional achievements (achievements). This should be done only if you can concretize your successes.



Example:

Work experience

Company Name 1, 2012-present
Moscow, Russia
Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all departments
- Preparing financial forecasts
- Preparing reports for the board of management

Company Name 2, 2007-2011
Krasnodar, Russia
Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all departments
- Preparing financial forecasts
- Preparing reports for the board of management

6. Personal qualities

It would seem that this section of the resume is the easiest to handle, but in fact you will need to find a balance between a laudatory ode to yourself and excessive modesty. A little advice: try to put yourself in the employer's place and think about what qualities a candidate for this position should have. For example, initiative and ambition are mandatory qualities for a development manager, but attentiveness and perseverance are more important for an accountant. For example, you can note the following qualities:

Personal qualities

- ***Dependable***
- ***Determined***
- ***Initiative***
- ***Versatile***

7. Special skills

Despite the fact that it is almost at the end of the resume, employers study it no less carefully than the point about work experience. It is in this section that you have the opportunity to open up and show your best side thanks to additional skills.

What to write about in this paragraph:

- 1) Language skills - list all the languages you speak or are studying.
- 2) Computer literacy - at this point, list the names of the programs that you know how to work with.
- 3) Driving license
- 4) Hobbies - briefly mention 2-3 of your hobbies, write about your achievements in this field, if there are any.



Example:

- **Special skills**
- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

8. Awards

This item is included in the CV optionally only if you have any significant rewards. Here you indicate all the diplomas, awards, grants, scholarships that you received while studying at the university or while working. At the same time, indicate your achievements in chronological order.

If your awards are directly related to professional activity, you can write this section above, after work experience.

9. References

In this section, you should specify the contacts of people who can recommend you as a good specialist.

If you do not want to provide contacts of your former employers yet or do not want to overload your resume, write the phrase available upon request.

Try to take recommendations from any place of work. A letter of recommendation can always be attached to a resume, if necessary.



Tips for making an effective resume in English.

- 1) Correct CV design: a) Use a standard font; b) Don't overdo the formatting; c) Use PDF format;
- 2) High-quality photo - Place your photo in the upper right corner of the document. Some employers don't even consider a CV without a photo.
- 3) Links to social media profiles
- 4) Optimal volume - The Cv should take no more than 2 pages.
- 5) Perfect spelling and punctuation
- 6) Correct email
- 7) Cover letter



List of literature

- <https://www.study.ru/article/sovety/kak-sostavit-rezume-na-angliyskom-yazyke>
- https://skyeng.ru/articles/sostavte-rezume-na-anglijskom-450-primerov/?source_type=cpa_network&utm_source=admitad&utm_campaign=442763&admitad_uid=452186b54ea8cfecab5485b15e28aa29
- https://www.canva.com/ru-ru/obuchenie/kak-sostavit-rezume-na-anglijskom-primery-i-shablony/?irgwc=1&utm_medium=affiliate&utm_source=adgoal%20GmbH&clickId=xxO3AJ1S-xyIWaGW3Qy3XRbDUkG2-6x2eVJo0w0
- https://englex.ru/how-to-write-a-cv/?utm_source=admitad&admitad_uid=a4f88453201fa7f3df3363bc01579ad9&utm_campaign=442763