

РЕЗЮМЕ НА АНГЛИЙСКОМ



RESUME WRITING

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New words and expressions:

- to submit – предоставить
- an employer – работодатель
- an employee – служащий
- an experience - опыт
- a salary – зарплата за месяц
- a wage – зарплата за неделю
- to emphasize – подчеркнуть
- an objective – цель, задача
- relevant – уместный
- to target – нацелиться
- to vouch – поручиться
- available – доступный



What is a resume?

When do we need it?

What should be in a
resume?

A resume

- is the employer`s tool for choosing among candidates and the employee`s tool to get into a company.
- should tell about your successes, achievements and strengths.
- is organized in one or two pages and should cover your past and future.

What shouldn't be in your resume?

DON'T:

- 1.- include personal information such as age, race, gender, height, weight, religion, origin, marital status, children, health, physical appearance;
- 2.- handwrite your resume, but use a computer and printer;
- 3.- tell an employer what you want from a job but only what you can contribute;
- 4.- touch on salary or wage questions;
- 5.- forget to put your name on the second page if you have two-page resume;
- 6.- use cheap paper, bright colours;
- 7.- submit a resume longer two pages and never write on two sides of the same paper.

Three resume formats:

- A chronological resume
- A functional resume
- A chrono-functional resume.



RESUME STRUCTURE

I Contact Information:

- tells about who you are, where you live, what your phone number and e-mail are, and how your employer can reach you.

II Statements of Objective:

- are most useful and necessary when you submit for a specific position;
- write an objective that is clear in a person's mind.

III Professional Summary:

- briefly lists not just what you have done, but what else you can do;
- shows your personal and professional characteristics, the skills, talents and achievements you can offer a company;
- emphasizes your marketable skills and abilities which relate to the job you are seeking.

IV Employment History

1. It should follow the principle of « problem-solution - results».
2. Never write it using `` I`` - statements.
3. Use active verbs such as ``managed``, ``provided``, ``coordinated``, maintained``, ``directed``, ``encouraged``, ``increased`` and ``conducted``.
4. Round off dates to years (2001-2003 instead of 6/ 2001-2003).

V Education :

- give your educational first if it has the greatest importance for the position you are applying for;
- list only degree, school, location and date if you have more than two years of experience;
- emphasize your strengths: awards and honours, courses, studies, extracurricular activities and educational programmes you took part in if you are a recent college or university graduate.

VI Other Information of Interest:

List hobbies and outside activities, volunteer work and project participation only if they are directly relevant to the position you are targeting.

* * *

List any organisations of which you`re a member if they have some value for the position you`re applying for.

VII References

It is the last element of your resume with a list of people who can vouch for you experience, education and abilities.

* * *

Former employers and teachers are the best to give you references.

* * *

Be sure to ask permission of each referee before you include him or her into your resume.

* * *

Under the heading of ``references`` you may write: ``Available on request``.

Test : true or false

- 1. A resume is for those who enter the university.
- 2. Your resume should tell about your past performances and future capabilities.
- 3. You don't handwrite your resume.
- 4. You must touch on salary and wage questions in your resume.
- 5. A resume should have no more than two pages.
- 6. The contact information is not important for your employer.
- 7. Statements of objective are most necessary when you submit your resume.
- 8. It's better to write in the resume what you want from a job.
- 9. There are two resume formats: chronological and functional.
- 10. A resume helps employers to choose the best candidates for a job.

Read the sample resume

Maria Lomonosova

13 Lenin street, apt. 45

Saint Petersburg, Russia

Date of Birth: April 12, 1991

Tel.: +7 (914) 901 34 65

E-mail: lomonosova_marie@mail.ru

Objective: to obtain a challenging position, which will help me to apply my skills as an HR-manager.

Work Experience:

2013 to present: HR-manager in a local company "Planete Terre" (distribution of softwares products).

Duties: searching for the candidates for open positions; interviewing; immersing to the company's field.

Education:

2008-2012 Moscow State Linguistic University.

Master's degree on HR-management.

Skills:

Fluent English; upper-intermediate French;

Computer: MS Office, Photoshop, Corel Draw, Bat.

References: available upon request.



Write a resume of your own.

**GOOD
LUCK**

The literature list:

Вводный курс делового письма. 10-11 кл.: учебн. пособие/
Т.О. Догаева. – М.: Дрофа, 2005. – 91, 151 с. – (Элективные
курсы).

