## РЕЗЮМЕ НА АНГЛИЙСКОМ

#### **RESUME WRITING**

Составитель: Коробицына Надежда Николаевна

RESUME

Учебное заведение: Няндомский железнодорожный колледж

#### New words and expressions:

- to submit предоставить an employer – работодатель an employee – служащий an experience - ОПЫТ a salary – зарплата за месяц а 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.



#### 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 your.

I 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:**

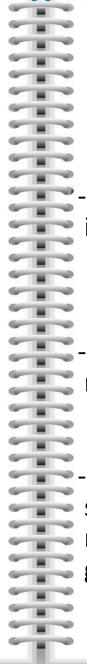
- briefly lists not just what you have done, but what else you can do;
- shows your personal and professional characteristics, the skills, talents and achievements you can offer a company;
- emphasizes your marketable skills and abilities which relate to the job you are seeking.

#### **IV Employment History**

- It should follow the principle of « problem-solution
  results».
- 2. Never write it using `` I`` statements.

 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.

\* \* \*

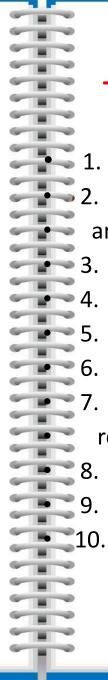
Former employers and teachers are the best to give you references.

\* \* \*

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

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

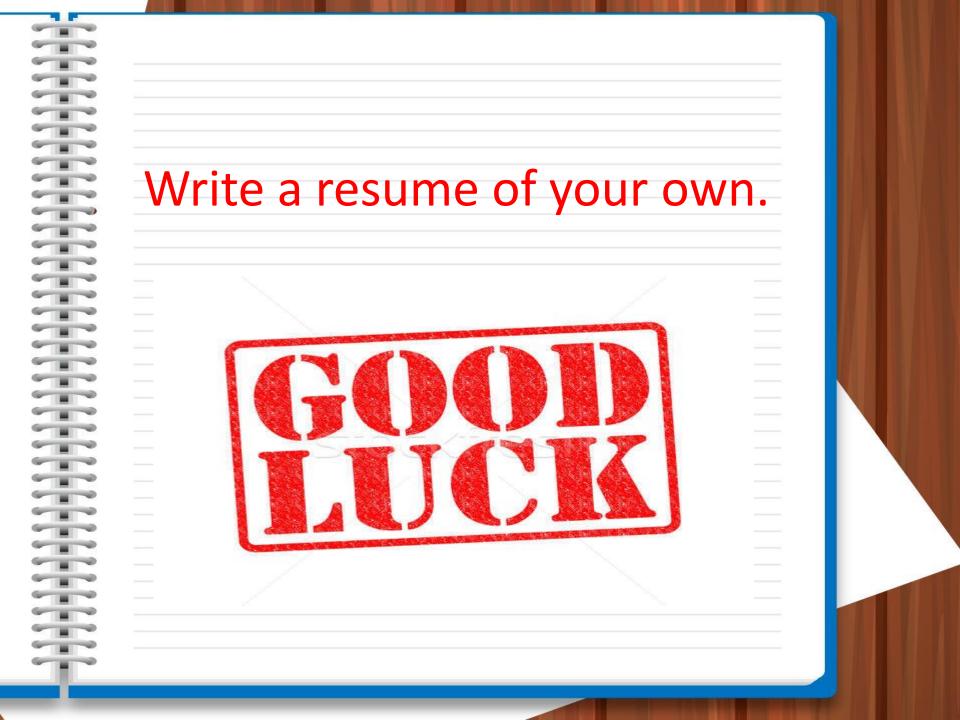
Fluent English; upper-intermediate French;

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

References: available upon request.







#### The literature list:

Вводный курс делового письма. 10-11 кл.: учебн. пособие/

Т.О. Догаева. – М.: Дрофа*,* 2005. – 91*,* I5I с. – (Элективные

курсы).

