How to write your CV....

...by Charles Otter February 2014...

How to write your RESUME

Some points to get you started...

 Chose a type font that is easy to read "on screen" and "on paper"

For example:

Arial 9 point on screen is great but on paper too small – test print your resume

Add a "footer",

For example:

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Type Fonts that work well

- Century Gothic 9 Point
- Times New Roman
- Arial
- Calibri (Body) 11point
- Garamond

NOTE: Stick to one main font — use bold and underline carefully, do not use Italics and be careful about your use of capitals

You need to know.....

- Add the months for your dates of work and relevant courses. Why?
- References vs. Referees (there is a difference)
- Get a great quality photograph of yourself
 Black and white makes us look much better and employees like to see the person they are going to employ
- Do not put your photo in your CV! Why?

Photo in CV (1). Who would you employ? Why?

Real photos from real CVs within Radisson Blu Hotel, Kyiv.

NOTE: The candidates were not even invited.



M&E Sales Coordinator



M&E Sales Coordinator



Fitness Center Administrator

Photo in CV (1-A). Why not?



Real photos from real CVs within Radisson Blu Hotel, Kyiv.

NOTE: The candidates were not even inv

Photo in CV (1-B). Why not?





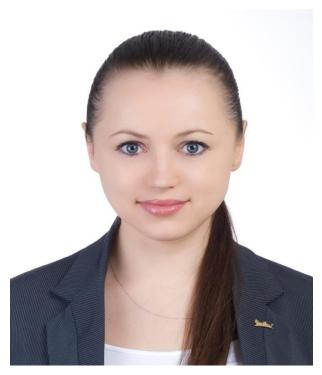




Photo in CV (2). Who would you employ? Why?

OR

High quality photograph will help you to sell yourself



Revenue Manager (1)



Revenue Manager (2)

The Resume

How many pages

One page is not always enough, it depends on how much information is important for the job that you are applying for

 Personal Details: Name, Address, Phone(s), email, nationality, Skype, languages...

NOTE: Make sure this is easy to read!

Easy to read....

- Curriculum Vitae
- Personal Details

Name: Charles Patrick Knight Otter

Address: C/- 1278 Fergusson Drive

Upper Hutt, Wellington, New Zealand

[International address]

+ 7 812 322 5000 [work]

+ 7 812 905 4454 [mobile]

Email: cpkohomer@yahoo.com [personal]

Nationality: New Zealand

Languages: English [native]. Russian [basic]

Russian Company vs. International Company

What's the difference?

- International companies:
 work experience is the most important and your skills, education is at the end of your CV
- Russian Companies:
 education first and then work experience



Think about:

- Adding 6 skills/strengths that make you stand out from anyone else applying for the job, this is worth thinking about – it helps you to sell yourself
- What your best strengths and skills are.

Example follows

Summary of Skills – example (1)

- Strong understanding of sales and marketing with practical experience
- Dynamic, hardworking and with five years of hotel experience
- Quick thinker and motivated worker
- Attention to detail the ability to go beyond the expectations of management and clients
- Strong communication skills at all levels, combined with a strong command of the English language
- Microsoft word and Excel proficient can write reports as required
- Excellent administration and organizational skills
- Good team player

Summary of Skills – example (2)

- Self Motivated and Responsible
- Business and Industry Knowledge
- Organizational skills
- Time Management
- Works well in a team, works with minimum supervision
- Leadership
- Customer Service training etc.

Where you work now...

- Name of Company in your current position
- Description about the company in 20-25 words
 - (remember the person interviewing you may not know anything about the company you are currently working in)
- Your position this should be in **BOLD**

Example:

Sept 2005 to Oct 2006 Radisson SAS Royal Hotel (www...)

St Petersburg, Russia

Position: Executive Assistant Manager

Reports to: General Manager

- The Radisson Blu Royal Hotel is a five star international hotel part of the Carlson Rezidor group. The hotel comprises of 164 rooms, 7 conference rooms and a restaurant and bar. Turnover for 2005 was 12 M EUR
- 255 Rooms, 4 Star plus, with 6 meeting rooms, 2 restaurants
- Managed hotel, 255 rooms, 4 Star plus, with 6 meeting rooms, bar, 2 restaurants, fitness
- 255 Rooms, 4-Star with 6 meeting rooms, up to 400 delegates, 2 restaurants [K-Largo Lounge + Mille Miglia] + room service

Achievements and Responsibilities

What did you do in this position:
 4-6 bullet points of what your job was....

Example:

- Carrying out transfers from airport to hotels and back
- Meeting tourists at the airport
- Providing tourists with information concerning their holidays
- Assistance with check-in and check out in hotels
- Secretarial duties

And continue with your jobs

 Your education is vitally important - so mention that

- Most times in Russia education is the first section before your work experience
- Think about the company you are going to the interview with and write your CV for THAT company. Research!

Achievements

- What did you achieve?
- More tangible
- More specific
- What have you achieved in your position

This is a very powerful section if done well

Other information:

Technical Skills and other relevant training courses or education

This can include computer skills, typing, training courses, seminars – make yourself interesting

Interests – tell us about you
 (but better some only relevant information)

Technical Skills & Training (sample)

Technical Skills & Training

Sept 2006 – Dec 2006

Financial Management Certificate – eCornell

Starts 20 Sept for a period of 8 weeks with 10 hours study per week **Core Subjects:**

- Mastering the Time Value of Money
- Making Capital Investment Decisions
- Understanding Financial Statements
- Using Ratio Analysis to Evaluate Financial Performance
- June 2006 Cornell University Brussels Campus
 Financial Management for Non-Financial Managers
 Three [3] day intense course
- Dec 2005 Yes I can Delivering the Promise [Radisson SAS Hotels]
- Jan 2005 "LOTS" [Logical Thinking Systmes] –Nice, France

Presentation

- Take 1-2 pages if necessary
- Spell/ Grammar Check English & Russian
- Previous jobs past tense,
 current job present tense
- Do not cram information into one page
- Print it out! Look at it! Read it!
- Place it in a presentation folder on very good quality paper (always take a hard copy when you go for the interview)

Summary

The Resume is a **powerful document**

- If you speak English or are leaning English then present your Resume in two languages, especially if you are applying for an international company
- Find out who is going to read your Resume! Do not assume that the person that reads your Resume makes the decision about employing you