



How to write your CV....

...by Charles Otter
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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:



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?

High quality photograph will help you to sell yourself



**Revenue Manager
(1)**

OR



**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



Summary of skills/strengths

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 Systemes] –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 learning 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