

# Applying for a job: CV writing

# Common Resume Types

John A. Doe  
999 Main Street, Ann Arbor, MI 99999  
(228) 555-1234  
johndoe@email.com

CAREER OBJECTIVE  
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\_\_\_\_\_

EMPLOYMENT HISTORY  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Core Qualifications  
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EDUCATION  
\_\_\_\_\_  
\_\_\_\_\_  
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## Employment History

Senior Process Engineer, September 2016 – Present, Zezee Corp, Ann Arbor, Mich.  
Process Engineer: Technical Support, September 2012 – September 2016, Zezee Corp, Ann Arbor, Mich.  
Technical Professional, September 2010 – September 2012, City of the Stars, Mich.

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CAREER OBJECTIVE  
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CORE QUALIFICATIONS  
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EXPERIENCE AND SKILLS  
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Experience and Skills  
Skilled in Government Guidelines - Quality Control - Urban Planning - Environmental Impact - Mitigation and Research - Geology/Hydrology - Site Evaluations - Computer Software Tools - Scientific Grant Writing  
**Administrative:** Lead coordinator for the daily processing of the thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.  
**Problem Solving:** Designed a waste management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.  
**Management:** Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

## Functional

- Focuses on skills and experience
- Often used by people who are changing careers or who have gaps in their employment history

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EMPLOYMENT HISTORY  
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EDUCATION  
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Experience and Skills  
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## Core Qualifications

- Background managing direct transportation planning and
- Adept at managing programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

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## Combination

- Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information



▶ A chronological CV focuses on presenting the candidate's experience on an employer-by-employer basis

▶ A functional CV places the emphasis on your skills and expertise rather than the chronology of your employment to date.

▶ A combined CV follows both the chronological and functional format, which makes the CV slightly longer than normal. However, it does offer the best of both types of CV and is becoming a more popular structure to use



## Example Functional CV

### Amanda Davies

14 Any Street  
Nottingham, NG2 3GD  
Telephone: 07792 3134567  
[Mandy425@email.com](mailto:Mandy425@email.com)

#### Profile

Considerable experience in the education sector both as an English teacher and Head of Department. A proven record of supporting, coaching and training staff and students to achieve goals. An effective communicator with good project management and analytical skills.

#### Leading, Coaching and Mentoring

- Leadership qualities and the ability to manage challenging behaviour effectively
- Mentoring various members of staff through Initial Teacher Training and their first line management posts; coaching, developing and supporting staff with personal issues and work problems
- Providing ongoing pastoral care to students
- Decision making regarding teaching methods, design of the school curriculum, departmental budgets and staff recruitment.

#### Communication

- Excellent written and verbal communication skills, with the ability to communicate subject material to students of mixed abilities and backgrounds
- Establishing and maintaining positive relationships with fellow professionals and parents.

#### Project Management

- Designed and implemented a new school intranet site
- Initiated pilot project with local Connexions Service, providing help and support with careers guidance and work experience placements for students
- Organising and supervising after-school activities including educational visits,

### Gillian Jones

24 Beech Road, Blaby, Leicester LE8 7GX  
Mobile: 0776324716  
E-mail: [g.jones@leics.ac.uk](mailto:g.jones@leics.ac.uk)

#### Career Objective

Forward-thinking and confident media graduate with well-honed communication skills and proven ability to build relationships, seeking an entry-level position in public relations.

#### Education

- 2008 - 2011      **2:1 class BA Communications, Media and Society**, University of Leicester  
Relevant modules include: Advertising, Culture and Communication, Media Audiences, The Media in Britain, Media, Identity and the Popular, New Media and the Wired World, Analysing Communication Processes
- 2004 - 2008      Trinity Upper School, Nottingham  
**A Levels** - English (A), Sociology (A), Psychology (B)  
**GCSEs** - 11 GCSEs, grades A\* - C including English and Mathematics

#### Relevant Work Experience

- Summer 2010      **Internship**, Hopwood PR Agency, Leicester
- ❑ Tasked with writing press releases, speaking to journalists on the telephone, organising photo shoots.
  - ❑ Managed agency's Facebook and Twitter accounts and posted content on the website blog.
  - ❑ Supported Agency Deputy Director in a project on behalf of a national client to help produce publicity materials and initiate a social media campaign.
  - ❑ Gained insight into what skills are needed to establish a successful PR career by talking to staff.
- 2009 - 2010      **Features Writer**, The Ripple, University of Leicester
- ❑ Conducted research for articles and wrote pieces to reflect some of the typical issues and concerns facing students at university.
  - ❑ Carried out proof-reading and presented ideas to the editorial team for forthcoming editions.
  - ❑ Required effective time management skills in order to meet tight deadlines.

#### Other Work Experience

- 2010 - 2011      **Bar Staff**, The Watering Hole, Leicester
- ❑ Popular drinking venue within central city location, constantly interacting with customers during peak periods.
  - ❑ Entrusted with responsibility of cashing up not long after starting employment, making sure that the tills balanced and takings were correct.
  - ❑ Demonstrates capability to work in a fast-paced environment faced with competing demands.
- 2008 - 2010      **Sales Adviser**, K Shoes, Nottingham
- ❑ Worked as part of a team to help achieve set monthly targets which consistently delivered on, earning our team best sales team in regional area.
  - ❑ Advised and assisted customers, recommended products and new stock, maintaining a friendly yet efficient service.
  - ❑ Took charge of running of shop floor and supervising other junior sales assistants, delegating tasks when shop manager was redeployed to other stores.



*A successful career starts with a successful resume. There are several tips for writing a successful résumé /cover letter and points that are not advisable in this case. Look through the following list and comment on the following pieces of advice.*

- ✓ Know the purpose of your resume.
- ✓ Make sure to use the right keywords.
- ✓ Don't use cheap paper. Don't use bright colors, if you want to look conservative and business-like.
- ✓ Put the most important information first.
- ✓ Explain the benefits of your skills.
- ✓ Avoid negativity.
- ✓ Don't write a résumé longer than 2 pages. Never write it on two sides of the same paper.
- ✓ Don't handwrite your résumé. The best way of typing a résumé is using a computer and a printer.
- ✓ Achievements instead of responsibilities.
- ✓ No lies, please.
- ✓ Get someone else to review your resume.
- ✓ Don't include personal information such as weight, nationality, race, desired salary, and the reasons why you left the previous job (sometimes personal interests and hobbies).
- ✓ No jargon or slang.
- ✓ Consider getting professional help.
- ✓ Don't use «I»-statements because it's a formal document.