

Curriculum Vitae

For job seekers

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GOKARAJU RANGARAJU

Institute of Engineering and Technology

(Autonomous)

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What Is a Curriculum Vitae?

To really figure out what a CV is, we first have to talk about what CV means. **The letters CV stand for curriculum vitae which is Latin for “course of life.”**

A curriculum vitae (CV) provides a summary of your experience and skills. Typically, CVs for entry-level candidates are longer than resumes – at least two or three pages. CVs for mid-level candidates who have amassed numerous publications tend to run much longer.

Cvs include extensive information on your academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements.



What Is a CV Summary?

A **curriculum vitae summary** is a one-to-two-page, condensed version of a full curriculum vitae. A CV summary is a way to quickly and concisely convey one's skills and qualifications. Sometimes large organizations will initially ask for a one-page CV summary when they expect a large pool of applicants.

What to Include in Your Curriculum Vitae

Your curriculum vitae should include your name, contact information, education, skills, and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards, and other information relevant to the position you are applying for. Start by making a list of all your background information, and then organize it into categories.



What to Include In a CV & CV Format (Any special format?)

Unfortunately there isn't one specific format for a CV and you will have to determine exactly what CV is right for the position you are applying to.

Wait, isn't that technically tailoring!? I thought you said a CV didn't use tailoring. Would you please make up your mind!?

All right, you're right...sort of. While it's true that you don't tailor your CV content to the individual jobs you're applying to in quite the same way you tailor your resume, you do make sure that the CV you are creating is right for the area of work you are doing overall...and there are lots of different types of CVs, just as there are lots of different areas of work.



So how do I make sure I'm creating the CV that is right for what area of work I'm going into?

- One type of job might want you to emphasize a specific area whereas another might ask you to elaborate on a totally different area and knowing which is which is critical to making sure your CV is perfect for your discipline.
- The best way to know what CV is right for your industry is to look at examples others have done. You can do this by either researching them online or by reaching out and talking to either your mentor or peers who are already employed where you are applying.



Of course, as we tell you with every other example we give you here at TheInterviewGuys.com, these examples are only examples and you should make sure your CV is specific to you and not just a copy of what someone else has done.

- Remember, you're an individual and your CV should reflect that.
- With that being said, however, there are some common CV features you should keep in mind when writing yours.

What is a CV anyway?



A CV is a detailed accounting of not only a person's past history of education, experiences and qualifications but also related accomplishments and is generally used when an individual is looking for a job.

How Do I Know When To Use One?

- An employer is usually pretty specific about what they need from a job applicant. If they want a resume, they'll ask for a resume. If they want a CV, they'll ask for a CV.
- And if you're applying for a job in the States and the position is anything other than academic, you can pretty much guarantee you'll be safe turning in a resume instead of a CV (especially if the job is one where the hiring manager or recruiter is going to be expected to review thousands of potential hires).
- If you're still not sure, or you're applying to a job or position abroad, it never hurts to ask which format they would like.



How To Write A CV or Curriculum Vitae

Common Features of a CV

Start by first listing everything you can about your background information and then building out from there. To help you get started, we've pulled together a few of the most often seen sections of CVs that you might expect to include when writing your own.



1) Who are you?

- A CV should always include your basic information starting with your name, address, telephone number and email. For United States and Canadian job seekers, that's generally all you need to include. If you search for example CVs online, you are likely to come across ones that include a small passport-sized photo of the applicant in the upper right-hand corner. While this practice is standard in France, Belgium and Germany, it is NOT considered appropriate for CVs in the United States and Canada. Just a heads up.



2) No, really...who are you?

- In some instances, it's also appropriate to include a brief bio of yourself. Depending on the industry you are going into, a short blurb about who you are might be all you need to catch an employer's eye and get called in for an interview. If you do decide to include a brief bio, make sure it's well written and original.

3) What have you done?

- As a CV is a thorough detailing of your history, that includes your educational history as well as your work experience and any training you might have received.
- When detailing your educational history, you want to do it in reverse chronological order. Be sure to include the full list of your degrees, including those you've already earned and any you might be currently pursuing as well as where you received your education.
- Be sure to list the years of your graduation. If you are the author of a dissertation or thesis, you would include that information here as well as the name of your advisor.

- For your work history, you want to include not only where you've worked, but also any applicable experiences related to that work.
- If you're an educator and you're not only teaching, but also working in a research lab or facility, you would want to include that here. Field experience, leadership experience, related volunteer work and any and all other experience that relates to your employment goes in this section.



4) What do you like?

- Unlike a resume, a CV often includes a section that covers your areas of interest. While this might seem unusual, it can actually provide a potential employer with a lot of insight into who you are, which is why it's so important to make sure you handle this section carefully.
- While it might be tempting to just list your hobbies here and hope for the best, it's actually a good idea to expand on what you do in your free time as well as why you do it. Are you a history buff who loves to go to reenactments? Rather than just listing "Re-enactor" on your CV, flesh it out a bit.
- This section is also a great place to list any interests that you have that relate directly to the job you're applying to. Are you working on obtaining employment as a culinary specialist? List your interest in food blogs and magazines.
- No matter what you list here, try to **include a range of interests that demonstrate who you are when you're not working at your job.** Of course, try not to

include information that would make it appear that you're just stuffing things into your CV in order to give it length. It's perfectly fine to list your interests, but keep it within reason. **List the things that are the most relevant to what you are looking for work wise.**

- It's not necessary to list every extracurricular activity you've ever participated in.



5) Mad skills, bro!

- How many languages do you speak? Are you fluent in multiple tongues? What about computer programs? Are you an accomplished graphic designer who has an extensive knowledge of specific software? List that too!

6) You're the best!

- Have others recognized you for the work you've done? Do you have any awards or honors that you've received for teaching? How about for service or work? Have you applied for and received any grants or scholarships? Those go here! This is also where you want to include things like fellowships or patents.



9) Who will vouch for you?

- A reference section is also something you might consider including in your CV. While it's not always required, it's not a bad idea to put down references if you know the person recommending you is going to be enthusiastically in your corner. (Of course it should go without saying you should only have enthusiastic references...)
- If you feel your CV is running long for your level of experience, or you'd like more time to prep your references, it's also perfectly acceptable to say "References available upon request."



10) And the Rest...

- Other sections you might include in your CV (depending entirely on the job you're applying for) include:
 - Study Abroad
 - Exhibitions
 - Professional Licenses and/or memberships
 - Consulting Work
 - Professional Development
 - Research Experience
 - Teaching Experience

Remember, your CV should be specific to the industry or area of work you're entering, so while much of the basic information should be fairly standard, always find examples that relate to the job you're after to ensure that you're including all the necessary things.





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