

How to Write a Professional CV/ Resume

In the competitive market of job hunting, a well-drafted CV/resume stands as your first introduction to potential employers. It's not merely a document listing your experiences; it's your professional story, your skills showcased on paper and your passport to unlock new job opportunities. The need to learn how the way of composing a remarkable CV/resume that makes employers want you, cannot be ignored.

The Purpose of a CV / Resume

A CV/resume is your professional pitch, aiming to present your qualifications, experiences, and skills in a very careful and impactful manner. Its major goal is to persuade employers that you're the perfect fit for the role you applied for.

Structuring Your CV/Resume:

1. Contact Information: Initiate your CV/resume with essential contact details—your name, professional title, phone number, email address, and LinkedIn profile.
2. Professional Summary/Objective Statement: Draft a brief yet compelling summary highlighting your career goals, key skills, and what you are bringing to the table.
3. Work Experience: Present your work history in a well-structured manner, focusing on achievements, responsibilities, and quantifiable results relevant to the target job.
4. Education: List your educational background, certifications, courses, and any relevant academic achievements.
5. Skills: Note down both technical and soft skills relevant to the job, aligning them with the job

description.

6. Additional Information: Include sections like Projects, Publications, Volunteer Work, Languages, etc., if they add value to your application.

Adapting Your CV/Resume for Each Job Application

An important aspect often overlooked is adapting your CV/resume to each job application. Align it with the job description by emphasising skills and experiences most relevant to the role.

Tips for Drafting a Professional CV/Resume

- Clarity and Brevity: Use clear language and brief sentences. Avoid jargon and over-complex phrases.
- Quantify Achievements: Use numbers and metrics to highlight your accomplishments and contributions.
- Formatting and Layout: Ensure a clean, organised format with consistent fonts and bullet points for readability.
- Proofreading: Eliminate typos, and grammatical errors, and ensure a coherent flow of information.

Dos and Don'ts of CV/Resume Writing

Dos:

- be honest
- use action-oriented verbs customised for each application
- focus on accomplishments.

Don'ts:

- avoid irrelevant and un-useful information
- avoid unprofessional language

- do not exaggerate or falsify experiences

Utilising Keywords

Incorporate relevant keywords from the job description to improve your chances of passing through the Applicants Tracking System – ATS (The Software commonly used by recruiters) and catching the recruiter's eye.

Conclusion

In conclusion, writing a professional CV/resume needs thorough attention. It's not a document but a detailed representation of your career journey.