

## CV WRITING SKILLS

### **PREPARATION**

Think about what you would like to do, for who and why?

### **REMEMBER**

Your career goal, career value, skills and knowledge form your CV summary

A CV communicates what you have to offer.

### **FORMAT**

Undergraduate- 1Pg

Graduate-1-2pg

Margins .5-1" around the page

Font Size- 10-12

Font Style- (Arial, Calibri, Helvetica, Times New Roman, Garamond)

Sections- Headings, Objectives or Summary, Education, Experience, Skills

Spacing- Single, Add 1 Space between section.

### **HEADING**

14-20 font Bold

Address- Permanent or Local

Email

Phone

LinkedIn, website

### **OBJECTIVE/SUMMARY –Optional**

Should point out career interest or strengths.

### **EDUCATION**

Begin with current (Graduate or undergraduate, remove the high School)

Include anticipated graduation date and month

Include relevant courses related to career interest and technical skills.

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## **EXPERIENCE**

Heading-Company name, city, position held and dates

Bullet format- Brief statements that begin with action verbs

## **SKILLS**

Present in simple list and relevant level of skills (proficient, experienced, basic)

## **INVOLVEMENT**

Accomplishment, interest, significance, can add items even from High School

Community service

Certification/Association

## **REFEREES**

Seek Permission

Indicate name, position, Company, email and phone.

Finally, check grammar, spelling errors, spacing inconsistency, review and proofread twice.

# **COVER LETTER**

Must accompany CV

Email Version- Brief 1-2 short paragraphs

Print Version- 3-4 Short paragraphs, font same as CV.

Paragraph 1- Detail why you are writing, position interested in and how you heard about it.

Paragraph 2- Related experience and skills

Paragraph 3- Convey genuine interest, position qualification match

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