**Resume writing**

After finding a suitable job advert, the next step is to write a Curriculum Vitae (CV) or Resume. A **CV** is a a longer academic diary that includes all your experience, certificates, and publications; whereas, the **resume** is a one page summary of your personal, professional, educational and work qualifications and skills relevant to the job you are applying to.

1. Why do you need a resume?

Most job adverts mention the requirement of a resume in order to inform prospective employers of your qualifications and experience for the job position. If your resume provides a good impression and interests the employer, you will get a job interview.

1. Are there different types of resumes?

There are different formats of resumes. Some job openings require them to be completed online and others need to be written and sent. The main types are:

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| --- | --- |
| Chronological | * Most traditional format. * Lists work experience by dates in reverse chronological order (most recent first). * Does not highlight main skills and qualifications. * Useful when:   -You have consistent work history with growth and achievements.  -No gaps in employment and staying in the same field. |
| Functional/  Skills-Based | * Groups your qualifications around skill headings. * Highlights major areas of accomplishment, strengths, and abilities in order of importance to this particular job/employer. * Actual work history is minimized. * Useful when:   -Changing careers or reentering job market.  -Gaps in employment.  -Variety of different jobs. |
| Combination | * Combines the best of chronological and functional. * Includes qualifications section and may highlight key strengths. * Work history section may emphasize results instead of job duties. |

1. What information should be included in a resume?

Since a resume is a snapshot of who you are and your qualifications and experience for a position, take the time to think about yourself and plan carefully how to write these things down to convince your future employer that you are the ideal candidate for the job he or she has to offer.

The information that should be included in any well prepared resume is divided in the following parts:

1. **Heading**

This section includes personal information about you: yourname, address, phone number and Email address. Add a profesional photograph of you, as well.

1. **Job Objective**

It is a short statement that tells the employer what specific position you’re applying for. It should be concise and specific.

1. **Education**

In this section use reverse chronological order to name your graduate degree, school and year of graduation. You can mention your GPA (*promedio*) and honors. In case you have not completed your studies yet, you should write: Expected graduation or Projected and the possible date (see resume samples).

1. **Relevant courses and professional training**

List courses and professional training related to the job opening in this section. Include the name and any other useful information.

1. **Work Experience**

In a reverse chronological order provide a list of your work experience (full-time and part time jobs, internships, volunteer work). Write the position title, name of company, dates of employment (month & year), and place. You may also include specific responsibilities, description of the job, and accomplishments.

1. **Skills and Personal Qualities**

List your personal skills and qualities. You may divide them in categories that are related to the job.

Homework

Write your own resume. Remember to include the details seen above. See samples provided for more information.