

# **How TO WRITE A GW?**

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# CV vs RESUME

- A **curriculum vitae (CV)** provides an overview of a person's experience and other qualifications. In some countries, a CV is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview, when seeking employment.
- A **résumé** is a document used by persons to present their backgrounds and skills. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.



## WHAT INFORMATION SHOULD A CV INCLUDE?

Personal  
details.

Education and  
qualifications.

Work  
experience

Hobbies and  
Interests

Skills

Referees



Writing a CV can be trickier than writing a resume, because the format changes depending on what type of position you are applying for, where you are located, and what you need to include in your CV. Lets talk about CV writing tips.



# CV WRITING TIPS

- Choose an Appropriate Curriculum Vitae Format
  - Have Several Versions of Your CV
    - Use accurate headings.
      - Keep it Short
      - Tell the Truth
  - Discuss CV writing and seek feedback
    - Be concise
    - Use page numbers
    - Attend to presentation
  - Proofread, proofread, proofread



Beginning curriculum vitae writers are often flummoxed when they read professors' lengthy CVs. Students often wonder if they too will amass a dozen or more pages of accomplishments. You will, but it will take time. A first curriculum vitae might be a single page long. The only rule for CVs is that they must depict your experiences and competencies accurately. The number of pages entailed to accomplish that goal does not matter. Curriculum vitae grow with careers.

**How long should a CV  
be?**



A good curriculum vitae should ideally cover no more than two pages and never more than three. Aim to ensure the content is clear, structured, concise and relevant. Using bullet points rather than full sentences can help minimise word usage.

The primary differences between a resume and a curriculum vitae (CV) are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise - no more than a page or two, a curriculum vitae is a longer (at least two page) and more detailed synopsis.



# RESUME WRITING TIPS BY HBR

- ❑ Get the formatting right.
- ❑ Insert dates for everything.
- ❑ Fill up on the buzzwords.
- ❑ Choose verbs that mean something.
- ❑ Rewrite your résumé for each job application.
- ❑ State career objectives or outside interests — but be very careful
- ❑ The further into your past, the less detail you should have.
- ❑ Keep it short.
- ❑ No typos.



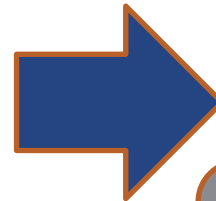


# TIPS ON INTERVIEWS

Promote Yourself  
without Being  
Self-Promotional



tell a story that  
covers the  
following



- ✓ Situation
- ✓ Tasks
- ✓ Achievements
- ✓ Results

## THREE TIPS FOR ACING AN INTERVIEW

**Mirror body language.**

**Find common interests.**

**Tell stories with a moral.**



# HOW TO TALK ABOUT YOUR WEAKNESSES IN AN INTERVIEW

- ▣ Prepare an answer.
- ▣ Get input.
- ▣ Ask a question back.





Dig deeper.



Assess role  
readiness.

## THREE TIPS FOR CONDUCTING AN INTERNAL INTERVIEW



Make it  
real



Thank you for your attention

