

Session 2: Tools for job search "Curriculum Vitae"

"The resume OR CV is a business card, a tool that should be used to convey to someone who does not know you, the skills, knowledge and attitudes that you own. This should be done in a concise and clear way, companies generally can not devote much time or money to meet and interview all persons who wish to cover a job in it. Therefore, the curriculum will often be the only option to contact the company and through him we must ensure that the company knows that se are looking for employment and to interview us.

CV STRUCTURE AND CONTENTS

A good CV should generally contain the sections below, though, keep in mind that they have to adapt to the position being applied for. The right way is to design as many CVs as positions we want to apply for.

Personal data

This section should include, at least the following contents:

- Name and Surname
- Complete addresss, not forgetting code
- Fixed telephone (and mobile if you have one)
- email and professional web, if you have one

Education

Training is the second part to be dealt with in a CV. You should include studies (education) in reverse chronological order, starting with the last position you held.

Foreign university must be included if so, but not schools before entering college. These should only be included if they have been special schools, for example, a French school, English, German, or US.

Courses, training, masters, postgraduate and others related to the position should also be mentioned here, in order of importance.

In all cases the name of the course should be mentioned, as well as a brief description of contents, the institution where it was carried out, finishing date, number of hours or credits when referring to University studies or similar.

Languages

This point may be included in this place in the CV or at the end of it depending on the position for which you are applying and the degree of knowledge of the language. Languages should be sorted in descending value domain you have.

If the position requires a specific one, you should mention it in the first place.

In each of them you must specify if you are bilingual or if it is your native language and what is the level of knowledge you have. A good way to know what our proficiency is in another language is to check the Common European Framework of Reference for Languages, with terms related to oral expression and comprehension (oral interaction) and written expression and comprehension.

Certificates attesting the language should also be mentioned and if you have several, you must specify the highest level.

Computing

Just as in languages, computers may be included in this place or immediately after training, all depends on the position to which we are applying for and the level of knowledge we have.

In this section we must always make a list of the programs we manage and the level of knowledge of them, that is, if we have user-level programming, etc.

Work experience

This is perhaps one of the most important sections, so special emphasis should be placed on it. Depending on the circumstance in which we find ourselves we must face the completion of this part differently. For example the curriculum will vary depending on whether or not we have work experience, and if this one is in the area of the position to which we are applying for.

If you do not have any experience, we should include any type of activity we have undertaken. For example, we should mention the practice of alternating studies, subsequent to any action practices training, collaborative work (volunteering) and cooperation, etc.

If you have experience but in different areas from the job that you are applying for, you must mention it, but emphasizing those areas or activities that are more related to the position you are applying for. For example, if you opt for an Administrative position and you worked as a waiter, you should mention customer service, control box (accounting), the preparation of invoices, language used, etc.

In any case we must always include with respect to each company we have worked for:

- Company name
- Start and end date of employment
- Tasks performed in it. If you worked in various departments mention the time spent on each.

As to the order of precedence, the general way is to do it in reverse chronological order, ie placing first the last companies where we worked ; but if the latter correspond to very short jobs that have nothing to do with the job, it is better to omit them and to foreground those jobs that we have held similar positions than the one you are applying for.

We must also take into account the importance of the company, if we worked at a major company, even for a short period, we must give it a prominent place within this chronological order.

It should also be graphically highlighted (bold, font size or letter) the most important work experience to the position for which you are applying for.

Interesting data or additional information

This section should mention all that can not be included in the preceding paragraphs and that is relevant for the position you are applying for. Here it should be mentioned if a driving license is available, ID cards and / or professional licenses, vehicle availability, willingness to travel. Also mention non-professional activities we do in our spare time related to the position. For example, we could mention cooperation with an NGO helping elderly if you opt for a post of assistant geriatrics or that we are studying a new degree at the university.

TYPES OF CV

There are several types of CVs, but basically three: chronological, functional and mixed. Here we describe the main features of each of these types, considering that in each case we must choose the most suitable for the position for which you are applying for.

Chronological

It is the most common and easiest to write. Sections articulating it are always structured chronologically beginning with the most recent in time. It highlights professional career but has the disadvantage that if we have any "gap" it is also very evident.

Functional

It presents the experience grouped, either by function or sector. It is more difficult to write but shows acquired skills right away. The companies in which experience is accumulated go to a secondary level, but it conceals gaps and frequent changes of company.

Mixed

It is a mixture of the previous ones. It has the advantages of the chronological and the functional. It is structured functionally but then each section unfolds chronologically. It attracts the attention of the recipient as it is the least common.

CHARACTERISTICS

- Composition: brief, with clear, precise terms, short phrases; easy to read; schematic, well organized. Avoiding exhibitions involving value judgments.
- Text structure: ordered by sections, well written, good spelling
- Presentation: using word processing on your computer, unless otherwise indicated. Good quality paper
- (DIN A4) white; correct, faultless margins.
- Extension: preferably short, maximum two pages, except for candidates with extensive experience.

WHAT TO AVOID...

As already indicated in the previous points there is no single type of CV nor we should always present the same, everything depends on the position for which you are applying for, but nevertheless there are number of recommendations that must be followed. Here are some of them:

- The curriculum should be as short as possible, two or three pages.
- If it consists of more than one page, they should be numbered and the name should appear in all of them, just in case any pages get lost.
- It is better to include a photograph.
- The supporting documentation or academic record should not be attached unless the company requires it.
- No references of third persons should be included.