

# CV & SKILLS WORKSHOP



# SCHEDULE

1. Professional emails/contact
2. CV workshop
  - a. What is a CV?
  - b. Content
  - c. Layout
  - d. Identifying skills
  - e. Questions
  - f. Workshop!



# PROFESSIONAL EMAILS

- > From: s [REDACTED] <[REDACTED]@[REDACTED].com>
- > Date: Mon, 18 Apr 2011 17:40:29 +0300
- > To: Roni Madhvani <[info@madhvanifoundation.com](mailto:info@madhvanifoundation.com)>
- > Subject: me [REDACTED]
- >
- > ha lo how is your day today. am s [REDACTED]
- requesting for
- > application form for scholarship .thanks



**Greeting phrase:**  
if your email is formal, say "Dear Mr. Akbarov,"

Hi Akmal,

**Introduction:**  
he says why he is writing to me

*I am writing to you to say thank you for creating and running such a nice and useful website for English learners.*

**Body:**  
he explain everything in details here

*I have been reading your articles for already 2 months now and I love how I am progressing after every advice and tip you give us. But I still have problems with my grammar. I don't know the difference between active and passive voice.*

**Conclusion:** he explains what he wants me to do. He is quite specific.

*May I ask you to explain me the difference between them or if you have no time could you please find and send me an article from your or other blogs? Thank you.*

Kind regards,  
Loomer

**Closing phrase:** he uses "Kind regards" to show respect & stay neutral.

# CV FORMATTING



# WHAT IS A CV?

An outline of your education, qualifications and experience?

A job-seeking tool?

A marketing document?

**curriculum vitae** an outline of a person's educational and professional history, usually prepared for job applications (*L, lit.: the course of one's life*)

# WHAT IS THE PURPOSE OF A CV?

- Join the culture of the organisation
- Add value & demonstrate the ability to do the job
- Someone who will stay with the company

# CV Layout

Section	What Employers are looking for?
Header	Your identity and to contact you
Objective/ Summary	To check if their requirement and your objective match
Education	To check if you have the basic qualification for the job/ internship you are applying for
Practical Experience/ Projects	To see if you have done anything that reflects your potential capability. Also, to see how different are you from your peers
Skills	How equipped are you in terms of your personality traits as well as occupational skills
Other (Not in Order)	Is there anything else significant and relevant you want to showcase, that will add value to your resume

# CV Structure

Name in big letters

**Fateme Johansson**  [in.linkedin.com/in/fatanecv](https://www.linkedin.com/in/fatanecv)  
Professorsgränd 27, SE-1 87 Luleå | [fjohansson@gmail.com](mailto:fjohansson@gmail.com) | Mobil: +46 70 300 79 24

Contact Details

Personal Statement

- Summary of Qualifications
- Career Goal
- Objective
- Profile

## OBJECTIVE

To use my international education and experience to work in a global organization that values teamwork and innovative thinking with the possibility of growing with a company that works at the forefront of technology.

Education

## EDUCATION

- 2012- **Master of Computer Science, Luleå University of Technology, Luleå**  
Focuses on design, programming and use of complex systems to provide in-depth knowledge of the interaction layer which consists of computer systems, from hardware and operating systems to the network layer and application programs.  
*Expected completion: June 2014*
- 2008-2012 **Bachelor of Science in Computer Science, University of Punjab, Pakistan**  
Specialized in web development, Courses in management, organization and IT systems.  
*Thesis: "Integrated computer and communication systems for personal data processing and personal communications. A comparative study of the development of two computer systems into two companies."*

Work Experience

## WORK EXPERIENCE

- 2010-2011 **Sales Person, Paktel, Islamabad**  
Telephone subscription sales, over the phone and in person. Responsible for providing good customer service and product marketing, developed management skills.  
Promoted to group leader after 9 months with company.

Volunteer Experience

## VOLUNTEER EXPERIENCE

- 2012-2013 **President, Computer Students' Association, Luleå University of Technology**  
Responsible for student contact with local businesses and organized events with companies. This demanded being conversant with the rules and to be able to quickly find creative solutions to pressing problems.

Languages

## LANGUAGES

Punjabi – Native language      Swedish – Basic knowledge  
English – Fluent

Other Possible Headings:

Professional Memberships

Honours and Awards

Other Qualifications

References

## COMPUTER SKILLS

Office, Pro Engineer, Matlab, Polopoly – Very good knowledge  
ADA, C, Frontpage, C++, Java – Good knowledge  
SQL, SimaPro, 4D, Rexx – Basic knowledge

IT Skills

References available upon request

# HEADER

**Navya Sample**

202-000-0000 · [Samantha.sample@duke.edu](mailto:Samantha.sample@duke.edu) · [about.me/navyasample](https://about.me/navyasample)

# EDUCATION

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## Education

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**Duke University** – Durham, NC

**May 2016**

- B.S. Neuroscience, Finance minor, Markets & Management Studies certificate
- GPA: 3.90, Dean's List (Fall 2012, Fall 2013, Spring 2014)

**Duke in Geneva** – Geneva, Switzerland

**July-August 2014**

- Deepened understanding of cross-cultural business and global economic development through courses (*International Business & Political Philosophy of Globalization*) and site visits (e.g. Procter & Gamble, WTO)

**Duke in Silicon Valley** – Cupertino, CA

**May-June 2014**

- Took course adapted from Harvard Business School entitled *Building and Sustaining a Successful Enterprise*; learned about analyzing and implementing disruptive innovation strategy at Apple University program
- Established relationships with local businesses and Duke alumni as part of the program's inaugural class

**Mission San Jose High School** – Fremont, CA

**June 2011**

- Valedictorian, GPA: 4.0/4.0, SAT I: 2400 (800 M / 800 CR / 800 W)

# WORK EXPERIENCE

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## Work Experience

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**Research Assistant** – Human Neuroeconomics Laboratory — Duke University **January 2014-present**

- Supported graduate student and principal investigator on eye-tracking study examining relationship between consumer decisions and risk-aversion
- Designed independent eye-tracking study to analyze consumer decisions regarding products linked to charity causes
- Contributed to data analysis and experimental design using MatLab

**Community Consultant** – Social Entrepreneur Corps — Granada, Nicaragua **May-July 2013**

- Collaborated on projects in a team of 14 Duke undergraduates
- Supported over 10 local entrepreneurs in creating first-time access to life-changing products (e.g. eyeglasses, solar lamps, efficient wood-burning stoves, water filters) through a sustainable microconsignment model (MCM)
- Designed, conducted, and evaluated needs-analysis surveys for products currently in development
- Created and presented Spanish workshops on effective marketing, microfinance, leadership, and decision-making
- Provided consulting services to 7 Nicaraguan grassroots organizations and small enterprises

**Teaching Assistant** – University of California, Berkeley, CA **June-July 2008-2011**

- Taught 25+ middle and high school students per summer; trained students on basic web design skills at the Academic Talent Development Program
- Supervised and instructed small groups of 4-5 students, guiding them through individual projects and assignments
- Wrote weekly evaluations on students' work and behavior to assist instructors

# LEADERSHIP EXPERIENCE

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## Leadership Experience

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**Associate Program Director - FEMMES (Females Excelling More in Math, Engineering, & Science) —**

Duke University

**February 2012-present**

- Directed group of 20+ student volunteers and 70 4<sup>th</sup>-6<sup>th</sup> grade girls during weekly Saturday program
- Collaborated with 10-member executive board to plan and manage 8<sup>th</sup> annual day-long capstone event involving 250+ girls, 60 undergraduate volunteers, and 22 professors and educational outreach organizations
- Secured first-time \$665 ServeTogether Collaborative Grant for Capstone event from Duke Partnership for Service
- Translated documents and communicated via telephone and email with Spanish-speaking families
- Created and maintained social media presence via Facebook and website

**Publicity & Marketing Committee Co-Chair - Awaaz (Diya) — Duke University**

**Aug.-Nov. 2011-2012**

- Implemented marketing campaign using social media, resulting in sold-out performances both show nights
- Managed 5-member project team to create logo, t-shirt, flyers, and banner and organize event logistics

# INVOLVEMENT AND SKILLS

## Campus Involvement & Skills

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**Business-Oriented Women (BOW)** — Member — Duke University

**September 2011-present**

- Attended bi-weekly informational meetings and networking events; learned from guest speakers
- Mentored 2 underclassmen and formed mentorship connections with several upperclassmen and alumni

### **Art Courses** — Painting & Photography

- Selected to display 5 photographs and 1 drawing at Duke Arts Festival 2012-2014
- Paintings exhibited in annual local hometown exhibitions, 2007-2011

## Skills

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### Language

- Spanish – intermediate written and oral proficiency

### Technical

- Microsoft Office (Word, PowerPoint, Excel)
  - Adobe Photoshop CS5, Illustrator CS5, Lightroom 3
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# DON'T FORGET TO CHECK...

1. Page count

2. Prioritize information

3. Educational background

4. Consistent formatting

5. Proof reading

# BEFORE YOU SEND OFF YOUR CV...

-Does it make a strong visual impact?

- Consistent design – alignment, spacing, fonts
- Not too long: one or two sides of A4 usually enough

-Is it structured, clearly presented and easy to read?

- Use headings to guide your reader?
- Recent and relevant information on first page?
- Does it show that you possess the qualities and skills required?
- Emphasise the most relevant?
- Does it use powerful language such as action verbs?
- Have you paid attention to detail?

# STEPS OF A CV

- Identify your key message[s]
- Research the organisation you are applying to - what are they looking for ?
- Work out how you match up against these requirements. Think about your evidence ..
- Ask someone to read through your CV

# WORKSHOP!

-Choose a partner.

-Make a list of attributes that you think employers look for (dependable, reliable, resourceful, etc).

-Switch CV's and begin workshopping.

1. Check and correct their format.
2. Draw a line through any irrelevant information that you think they should omit.
3. Put a + sign where you think they should elaborate.
4. Replace words with words from the list.
5. Note any grammatical errors!