El empleo es de todos

Mintrabajo

How to Write the Perfect CV in English

SENA

GC-F-004v.06

What is a CV?

- **Curriculum Vitae (CV)** – a longer (at least two pages) and more detailed synopsis.
  - Summary of educational background, teaching and research experience, publications, presentations, and affiliations.
  - Used when applying for academic, education, scientific or research positions.

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PARTS OF THE CV

SENA

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Exceptions

- Heading
- Section Titles
- Objective
- Education
- Experience
- Honors/Awards/Professional Organizations
- References

Heading

Julie Johnson
400 C Street • Davis, CA 95618
jajohnson@ucdavis.edu • 530.200.8000

Julie Johnson
400 C Street
Davis, CA 95618
530.200.8000
ajohnson@ucdavis.edu

James Jenkins
880 First Avenue • Davis, CA 95616 • 530.900-8000 • jjenkins@ucdavis.edu

- **Name**
  Large (20-22 font) and bold.
- **Address (Not necessary)**
  12 font, abbreviate state (preference as California is long – CA is easier and takes up less space).
- **Email / Phone**
  12 font, no need to write "email:" and "phone:", if you have home and cell write (hm) and (cell) after the numbers.
- **LinkedIn**
  Make it appropriate and professional; can customize the url – under Profile – Edit Profile.

  You can also add QR code:

Scan to view my LinkedIn profile

Profile

Career Profile

Detail-oriented veterinarian who is proficient in handling complex medical cases including surgeries, ultrasound diagnosis, and medical reports analysis. Possesses a natural love for animals, great client service skills and a readiness to work around the clock.

- Can be called Profile, Summary, or Professional Summary
- Gives overview and detail of who you are and what you have to offer
- Makes the reader want to learn more

Experience

- **List Chronologically**
  List experiences chronologically with most recent first within each category/heading.

- **Use Action Words**

- **Present/Past Tense**
  Past jobs in past tense – present job in present tense**.**

- **Practices/Organizations Bold (usually)**
  Often titles are fairly similar. If you have interesting titles, then you might switch and have your titles bold to stand out.

- **City, State**
  List only city and state

- **Include Dates**
  Usually best on the right side of the resume (this is because the employer is more interested in your titles and companies and duties, not that you worked for one summer or 6 months).

VETERINARY EXPERIENCE

SMALL ANIMAL EXTERN

Sacramento Veterinary Hospital, Sacramento, CA June 2015 – August 2015

- Assist veterinary staff with exams, vaccinations, anesthetic procedures, and surgery.
- Perform dental cleanings and in house diagnostic testing; administer medications.
- Provide grief counseling to clients considering euthanasia.



- Showcase your skills – what did you do, observe, assist with?
- Volunteer/Externships

  You don't have to separate out volunteer in a different section unless you want to. Usually many of your experiences are as a volunteer. DO include externships!
- Do you list all of our jobs?

  Often times the answer is "yes" to showcase your work ethic. You can put in another section called "Additional Experience" and not include descriptions, but include dates.

Where to make your CV?

Canva

- https://www.canva.com/resumes/templates/

Microsoft Word/Google Docs

- Find ‘CV templates’ online

- https://www.hoja-de-vida.co/ Hoja de Vida

- https://formatoshojadevida.com/plantillas-hoja-de-vida

FORMATOS HOJADEVIDA.COM





GRACIAS

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