

**Curriculum Vitae**



# Curriculum Vitae

**Prof. Ahmed Hassan Fahal**  
MBBS, FCRCs, FRCSI, FRCSG, MS, MD,  
FRCPath, FRCP(London)

**University of Khartoum**



What is it



Curriculum Vitae

Latin for  
"Course of life"



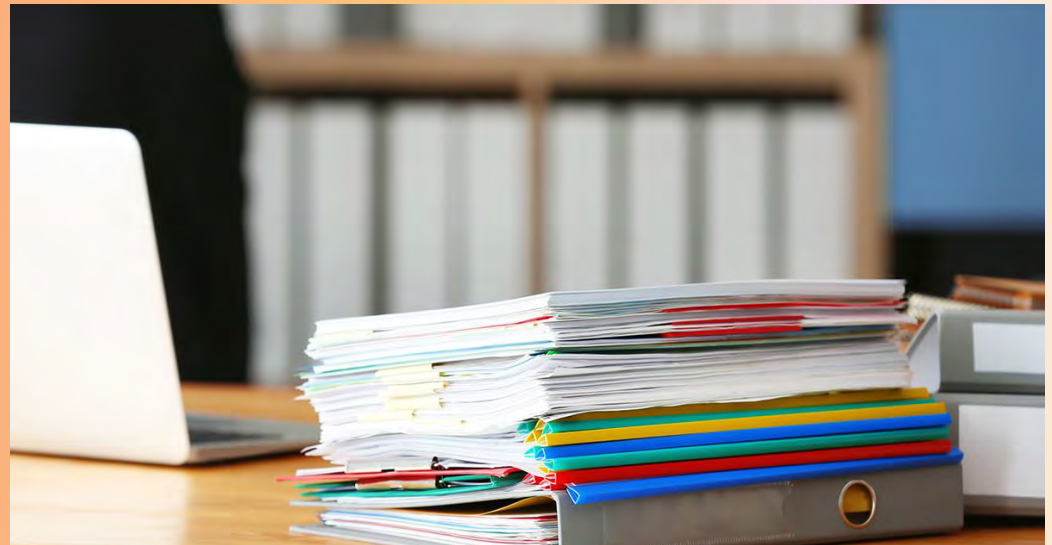
Curriculum Vitae

# What is it



It is a **Professional Document** that provides a comprehensive description of your

- Education
- Academic achievements
- Professional experience
- Skills
- Achievements



# What is it



It is an **Academic Diary** that highlights all your

- Awards
- Honors
- Research Interests
- Publications
- Fellowships
- Speaking Engagements
- Grants



# Why you need it



- The main purpose of a CV is to sell you, as a **Candidate**, to prospective
  - **Employers**
  - **University**
  - **Funders**
  - **Award**



# Why you need it



- When applying for a position, you're always going to be asked for a CV, coupled with a cover letter.



# What is a Resume



A resume is a **One**  
**Page** summary  
of your work experience  
and background relevant  
to the job you are applying  
to.



# What is it



# How to do it



**ANNA  
PRICE**

PROFESSIONAL MODEL

## CONTACT

+(89) 2483 342 9604  
+723 7783



annaprice.com  
hello@annaprice.com  
@anna\_price



20 Fremont Road  
Marietta, GA 30008

## PROFILE

A Fashion Model with 5 years' experience in industrial projects, successfully modelled for brands such as Tina Wain and Puma

## EDUCATION

**ONTARIO SCHOOL OF FASHION**  
BFA Fashion Design and Merchandising - 2017

**HELENA JOHNSON HIGH**  
President of the Art and Design Club - 2014

## EXPERIENCE

**LA FLAME CAMPAIGN**  
Promoted new designs - 2021

**RODEO DRIVE FASHION SHOW**  
Runway Model - 2019

**PUMA FALL FASHION**  
Dressed in sample or completed outfits - 2018

## SKILLS & QUALITIES

Sense of style  
Facial projection  
Positive attitude  
Tolerant



## KEY FEATURES

Age:	23 years old
Height & Weight:	6'0" / 1.84m
Size:	90 / 60 / 90
Eyes:	Blue, Wide Set
Hair:	Pastel Pink



## How to do it



# How to do it



# The Elements



- **Contact information**
- **Personal profile**
- **Work experience**
- **Education**
- **Skills relevant to the job**
- **Additional sections**



## How to do it



## Contact information

It is the first element of the CV and serves as the header of the document.

It sits at the top so that interviewers can contact you easily.



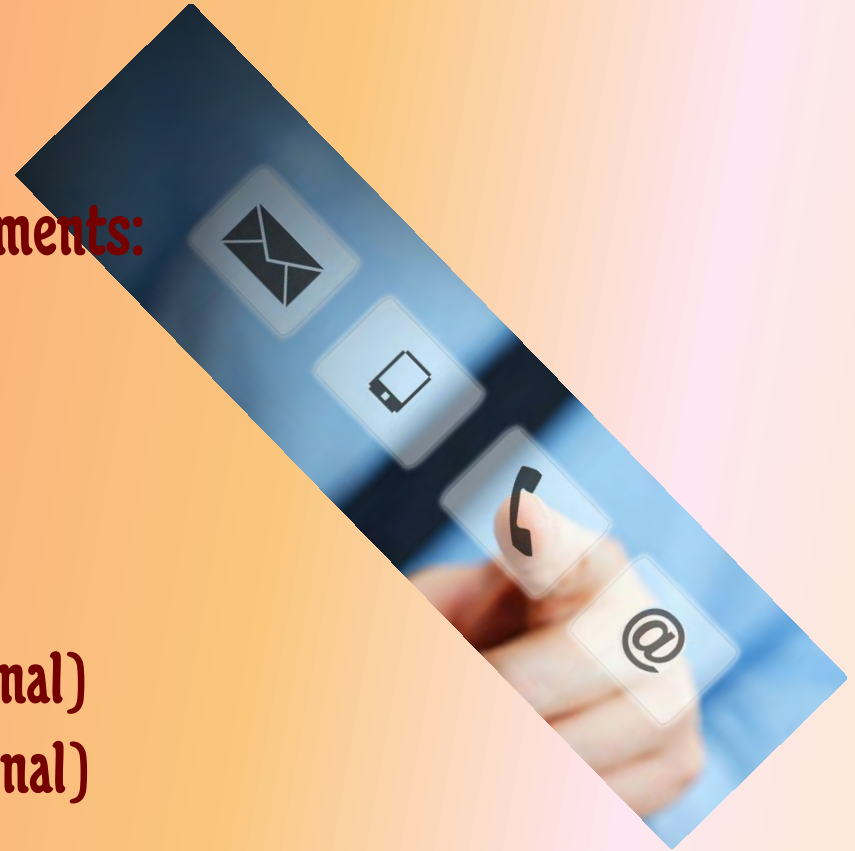
# How to do it



## Contact information

It should contain the following elements:

- Your full name
- Phone number
- Present position
- Personal email address
- Social media handles (optional)
- Professional website (optional)



# How to do it



## Personal Details

- **Name**
- **Place of Birth**
- **Marital Status**
- **Nationality**
- **Address**
- **Professional E. Mail**
- **Personal Website**
- **Present Position**



# How to do it



Do not include the following in your contact information:

- Date of birth
- Gender
- Religion
- Physical address



## How to do it



**Do not include the following in your contact information:**

**Your current business contact information such as work email addresses or phone number**



## How to do it



**Do not include the following in your contact information:**

- **Photograph (unless it is stated in the job posting)**
- **Personal social media handles**



# How to do it



## Personal statement/profile

It should be a concise statement at the beginning of your CV that describes

Your top skills and the capabilities you will bring to the role.



# How to do it



## Personal statement/profile

### Mention

- Skills
- Experience
- Achievements relevant to the job.



## How to do it



### Personal statement/profile

Include positive words such as confident, adaptable, self-motivated and enthusiastic.

YOU ARE  
SUPER DUPER  
AMAZING  
TALENTED  
GO GETTER  
LET NOTHING  
STAND IN  
YOUR WAY  
EVER

studio+meia

How to do it



Personal statement/profile



simply well written  
powerful words move people

**Keep the profile well-written and original.**

# How to do it



## Personal statement/profile

- State who you are
- Outline top skills and achievements
- Mention the name of your target employer
- Your goals as a potential new employee

## How to do it



### Personal statement/profile

- State who you are
- Outline top skills and achievements
- Mention the name of your target employer
- Your goals as a potential new employee

# How to do it



## Personal statement/profile

The following should not be on your personal statement:



- Salary requirements

# How to do it



## Personal statement/profile

The following should not be on your personal statement:

- Why you left your former employer



- Why you are applying for the job

# How to do it



## Personal statement/profile

The following should not be on your personal statement:



- Why you left your former employer

# How to do it



## Work experience

The work experience section allows the interviewer to see your **Career Path** and its **Relevance** to their role.



How to do it

Work experience



Outline your expertise  
in reverse-  
chronological order  
(most recent first).



# How to do it



## Work experience



It should include up to 15 years of experience

# How to do it



## Work experience



**Title of the role,  
Dates of employment  
City, state**

# How to do it



## Work experience



- **Three to five bullet points outlining your responsibilities and achievements for each job entry**

# How to do it



## Work experience



- Research projects
- Lab work
- Field experience
- Volunteer work
- Numbers and metrics to prove your achievements



# How to do it

## Work experience



**It should not include:**

- **Tables, charts or images**
- **Gaps in employment history, if avoidable**
- **Short-term employment**
- **Irrelevant work experience**

# How to do it



## Education



**List your education and dates from the most recent to the oldest.**

# How to do it



## Education



**Class of degree,  
dissertation title,  
coursework,**

How to do it



## Education



Professional qualifications and top academic achievements that relate to the role.

# How to do it



## Education



If you have more than two years of relevant work experience, you can highlight all of your post-secondary educational qualifications, including the name of the degree and institution.

# How to do it



## Skills



How to do it



# Skills

- It describes your accomplishments at previous jobs
- Key skills you developed and experiences that apply to the job.



## How to do it



# Skills

- The skills to include in this section depend on the industry, position and your personal background.
- Read the job description carefully.



How to do it



# Skills

List only 4 to 8 skills relevant to the role including

- Job-specific skills
- Soft skills
- Hard skills

How to do it



# Soft Skills

## Top 10 Soft Skills for Customer Service Jobs



Clear Communication



Listening Skills



Self-Control



Positive attitude



Assertiveness



Conflict Resolution



Empathy




Depersonalization



Taking Responsibility



A sense of humor

 the balance

How to do it



# Soft Skills



Communication



Teamwork



Adaptability



Problem-solving



Creativity

How to do it



# Hard Skills

## Hard Skills

Teachable abilities or skill sets that are easy to quantify.

vs.

## Soft Skills

Also known as "people skills" or "interpersonal skills."

你好吗?

Proficiency in a foreign language



A degree or certificate



Typing speed



Machine operation



Computer programming



Communication



Flexibility



Leadership



Teamwork



Time Management

ne balance

# How to do it

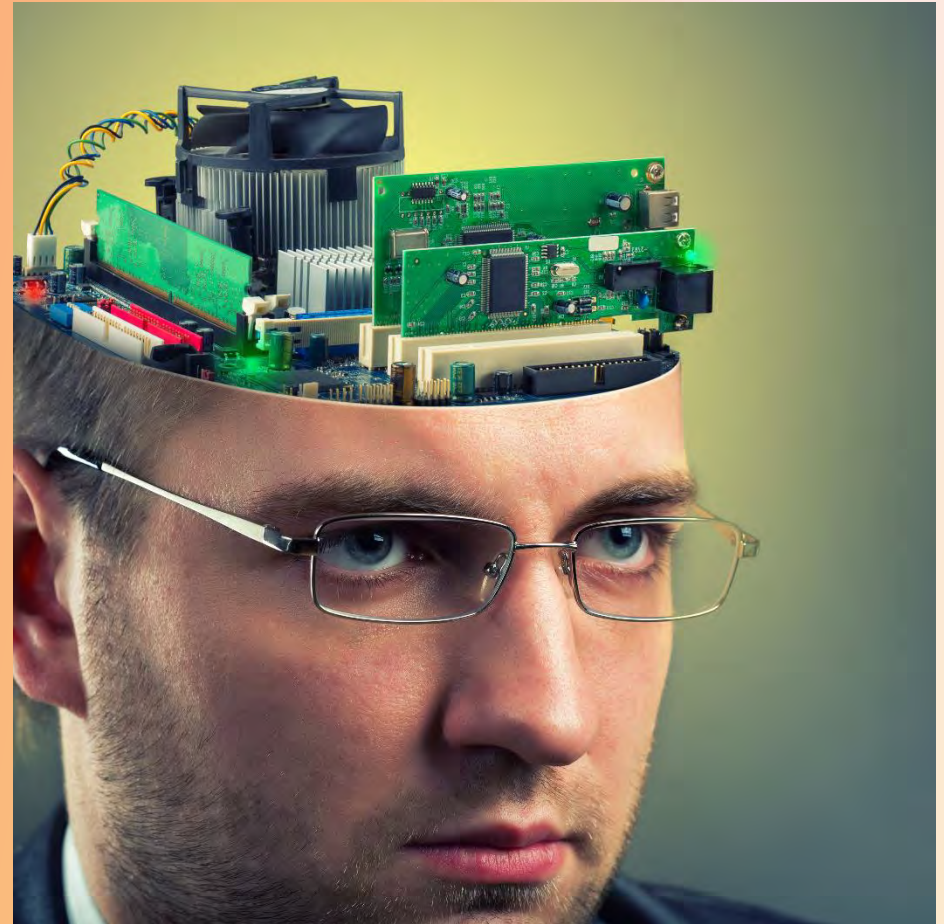


## Skills

Consider also mentioning your proficiency level such as

- **Basic**
- **Intermediate**
- **Advanced or Expert**

for every skill on your list.





How to do it

Skills



list projects where you leveraged your talents and the results. For example:

- Social Media Influencer-Expert
- Grew Instagram page from 0-51,000 in 5 months



**How to do it**

**Additional sections**



**Targeted toward your audience  
can include**

- **Professional Certifications**
- **Publications**
- **Industry Awards**
- **Extra Training**

How to do it



Additional sections

**CV is a chance to stand out**



Curriculum Vitae

How to do it



Additional sections

So use the space  
wisely to

showcase your  
unique  
achievements.



How to do it

Additional sections



You can list your

- Volunteer Experience
- Hobbies
- Interests



Mention things you can discuss in further detail at the interview.



How to do it

Additional sections



You can mention specific non-work activities in an entry-level CV if they portray you as a good fit for the employer, such as activities that demonstrate your dedication to a cause the employer works with or allow you to practice skills you use on the job.

# How to do it



## Additional sections



Some employers may not need **REFERENCES**, so their inclusion may not be necessary.



How to do it

Additional sections



You can give employers the option to ask for references, which can show them that you are willing to reach out to your network to those who can vouch for you.

# Tips on writing an effective CV



## Fonts and colors

Use legible and standard fonts

Arial, Calibri, Georgia, Open Sans and Cambria.

**Fire**

*Sweetie*

*Fairyland*

*Justine*

*Glossy*

*Xaviar*

*Yasmine*

*Grace*

*Brave*

*Sunshine*

# Tips on writing an effective CV



Use font sizes 10 to 12 point and be **Consistent** with the style and size throughout your CV.

6 pt  
8 pt  
9 pt  
10 pt  
11 pt  
12 pt  
14 pt  
18 pt  
24 pt  
30 pt  
36 pt  
48 pt  
60 pt  
72 pt  
84 pt

[ComputerHope.com](http://ComputerHope.com)

# Tips on writing an effective CV



Use larger fonts (size 14 to 16 point) for section headings.

22-point bold

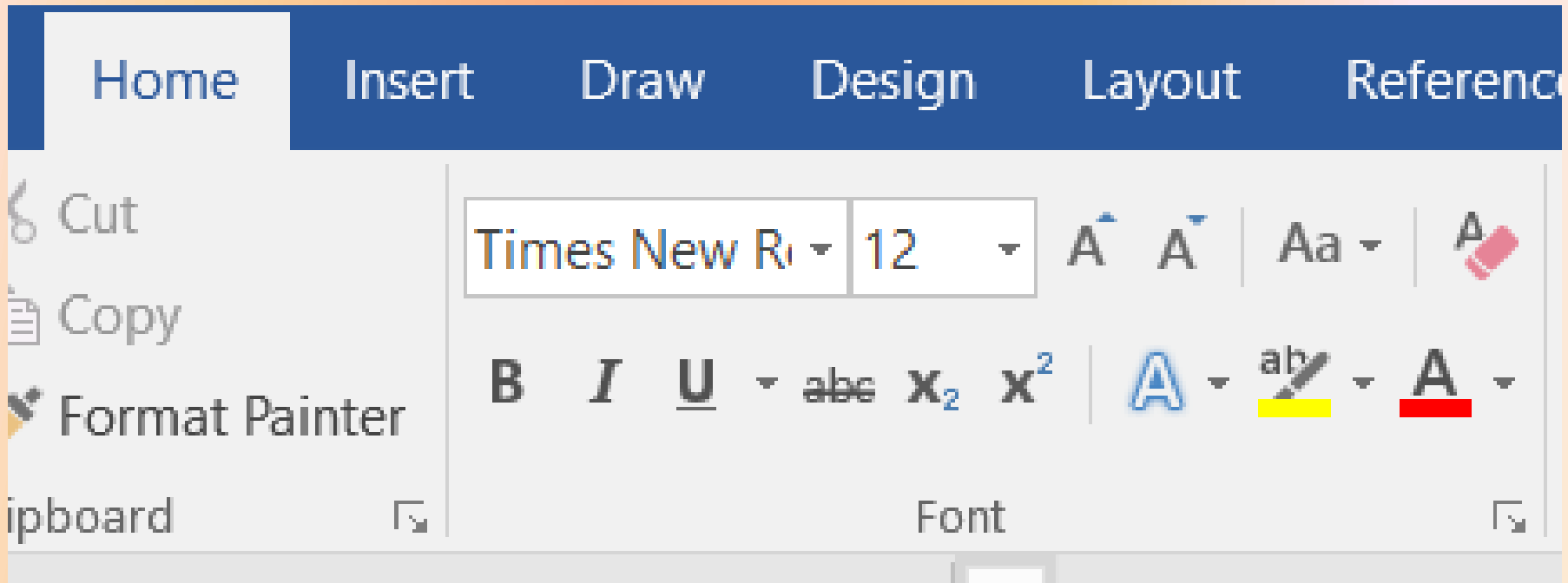
**160**

This helps to break up your CV while making the sections stand out.

# Tips on writing an effective CV



## Formatting



Be consistent with the use of italics, bold, bullet lists and font style.

# Tips on writing an effective CV



Leave enough white space and maintain a minimum of 0.5-inch margins on all sides.

# Tips on writing an effective CV



## Structure

Outline your CV entries in reverse-chronological order

so the first thing the recruiter sees are your most recent accomplishments.



# Tips on writing an effective CV



## Structure

Challenge



1

2

3

Use bullet points so reader can skim.



# Tips on writing an effective CV



## Content

- Make your writing powerful and concise.

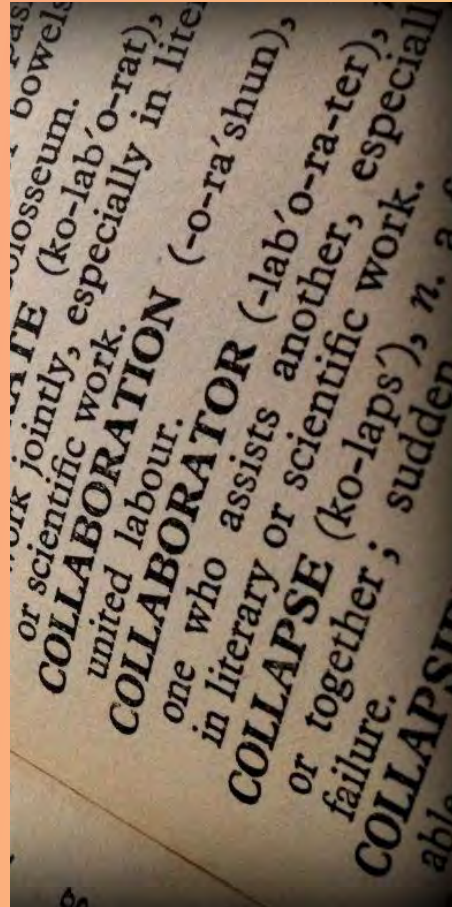


# Tips on writing an effective CV



## Content

- Use strong, active verbs throughout.



**A  
STRONG  
RESUME  
HAS  
STRONG  
WORDS**

# Tips on writing an effective CV



## Verb tense:

- Use present tense for current jobs
- Use past tense for former jobs.

# Tips on writing an effective CV



## Content

### REVISION TIME

- Be sure to edit, revise and proofread your CV before sending.



# Tips on writing an effective CV



# Tips on writing an effective CV



# How to do it



- **Clear, concise and easy to read**
- **Presented using bold sub-headings**
- **Bullet points**

# How to do it



- **Printed on good-quality paper**

# How to do it



- **Read by a friend, family member or careers adviser**

## How to do it



[https://www.indeed.com/career-  
advice/resumes-cover-letters/clinical-  
experience-resume](https://www.indeed.com/career-advice/resumes-cover-letters/clinical-experience-resume)

# Take home message



**Producing a CV is a continuing and dynamic process**

# Take home message



**CV is vital for progress monitoring and improvement**



# Take home message



**Bad CV writing will end in this**

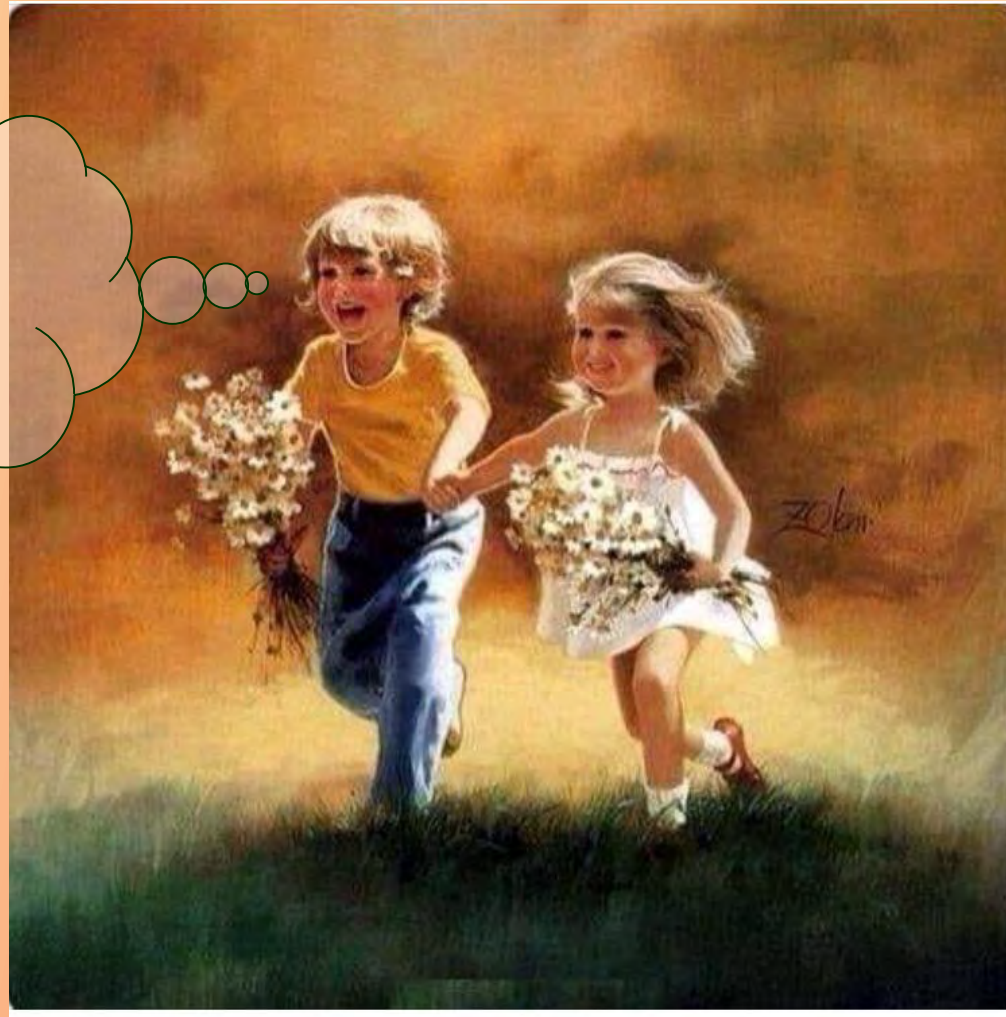
# Take home message



# Take home message



**CV writing  
needs good  
coaching**





**Thank very much indeed for your kind attention**