

Resume (CV) Writing

A resume is a marketing tool. Use it wisely to promote yourself and as a potential employee, to showcase your skills, aptitudes, work history and interests. There is no one way of organizing the sections of your résumé, however it is important to include the information that best highlights your skills. The main objective of the résumé is to secure an interview, therefore adapt your resume to each position you are applying for and illustrate your potential with convincing examples.

Tips for writing Resume (CV)

Here are a few tips to keep in mind while writing your résumé:

- ✓ Determine the appropriate length of Resume, preferably a One Pager.
- ✓ Use A4 white paper or a very light color paper with a black font.
- ✓ Use a professional font, preferably Arial, Calibri or New Times Roman.
- ✓ Don't put everything on there, match the employer's requirements. An employer would look for those applicants whose qualifications/potentials closely match the requirements of the job. The best way to do this is to read the job description advertised and write the resume.
- ✓ Look for keywords in the job postings and use them in your resume.
- ✓ Review resume examples for your industry.
- ✓ Include only the most relevant information and put the most important information first as per the Job requirement/description.
- ✓ Call attention to important achievements and explain them to the point in simple English.
- ✓ Brief Personal data on the top.
- ✓ Career objectives.
- ✓ Summary of educational qualifications with dates (Latest on the top).
- ✓ List of awards, achievements or publications.
- ✓ Work experience with dates.
- ✓ Only those professional skills be included which are required the most for the Job.
- ✓ List brief community involvement and volunteer experience.
- ✓ Personal interests.
- ✓ Append References, preferably from the same organization or same field.
- ✓ Affix latest and formal photo.
- ✓ Format the document.
- ✓ Proofread and edit.
- ✓ Show it to a senior professional.

CV Sample

MUHAMMAD ABDULLAH		PHOTO	
Addresses	Email Address		abdullah@gmail.com
	Postal Address		House#2345, Street ABC, Sector D, Peshawar
	LinkedIn		https://linkedin.com/Abdullah_m
	Cell Number		0343-1234567
Objective	To contribute towards my country's growth and honor		
Education	<ol style="list-style-type: none"> 1. MBA (Marketing), Institute of Management Sciences, University of Peshawar CGPA: 3.5 2. BBA (Hons.), Institute of Management Sciences, University of Peshawar CGPA: 3.4 3. Higher Secondary School Certificate (HSSC), BISE Peshawar Marks Obtained: 875/A Grade 4. Secondary School Certificate (SSC), BISE Peshawar Marks Obtained: 652/A Grade 		
Projects	Final Year	List the final year projects with its details.	
	Semester	List the Semesters projects with its details (if any).	
Trainings/ Certifications	Attended several conferences on entrepreneurship and business incubation Attended a workshop on "Fixed Income Trading & Investments" organized by IFMP with the USAID.		
Work Experience	<ol style="list-style-type: none"> 1. October, 2014 – February, 2015 Visiting Faculty, Centre of Biotechnology and Microbiology, UoP. 2. September, 2014 – February, 2015 Visiting Faculty, Institute of Chemical Sciences, University of Peshawar 3. May, 2012 – April, 2013 Teaching Assistant, Department of Computer Science, University of Peshawar 		
Skills	Sufficient knowledge of MS office suite and Adobe Photoshop		
Language	English, Urdu and Pashto		
Activities	Active member of Photography Society, University of Peshawar		
Interests	Gardening, photography and e-gaming		
Honors and Awards	<ol style="list-style-type: none"> 1. Gold medalist at college level 2. First position at national level in photography competition 		
Reference	<ol style="list-style-type: none"> 1. Prof. Dr. Zafar Iqbal Email: zafar@uop.edu.pk Contact: 0323-1234567 2. Dr. Amina Maqbool Email: amina@gmail.com Contact: 0321-1234567 		