

Job Hunting: Escape from the Pile!

- **Mahmoud Rokaya.**
- ***Associate Professor,***
- **Training Unit.**
- ***College of Computers and Information Technology,***
- ***Taif University***

Aims and Objectives

By the end of the session you will be able to:

- Recognise the importance of writing a good CV.
- Recognise the importance of proof-reading for spelling, punctuation, grammar and meaning.
- Proof-read a “bad CV” and suggest ways of improving it.
- Identify your own skills and personal qualities.
- Draft and type up your own CV.

How some employers see it...



"It's a little chilly in here. Throw another batch of resumes we have on file in the fire."

Format

CV or Not CV? *That* is the question!

It's all about you

CVs are an opportunity to show an employer why you are an ideal candidate for the job.

A good CV will:

- Stand out from the crowd.
- Draw attention to your relevant skills, experience, achievements and potential.
- Create such an impression on the employer that they will not be able to turn you down for interview.

Everyone has potential

Everyone has more skills than they think they do

Everyone can write a good CV

The Curriculum Vitae

- Literally means “Life Story.”
- More of an exhaustive listing of all educational and work experiences and accomplishments.
- Includes more detailed history of research, publications, organizations, and community service.
- **Not specific to a particular job/position.**
- **Does not tell employer what you are applying for.**
- More commonly used in academia and medicine.

Preparing a Resume

1. Open a Word Document and pick a readable font 10-12 pt. (Times New Roman, Arial, Palatino Linotype)
2. Put your Full Name at the Top of the Page
3. Add your Contact Information (this is your Address, Phone, E-mail)
4. Add your **About Me** = “Objective” (What kind of job do I want?)
5. Add your **School(s)** = “Education”
6. Add your **Work** = “Employment”
 - *“Led organization of over 100 people to success”*
 - *“Facilitated improvement in efficiency by 36%”*
7. Add your **Interests** = “Involvement”
8. Add any Specialized Computer or Technical Skills
9. Add any Leadership or Volunteer Experience

Proof-read

One obvious but often overlooked aspect of good CV writing is **proof-reading for spelling, punctuation and other errors.**

CVs should be checked, drafted, re-drafted and then checked again.

Make sure that your CV is the best document you possess. It could make all the difference to get you that interview!

Do

- Use a standard font size in black ink.
- Include recent and relevant work experience (*paid or voluntary*).
- Be consistent in your layout.
- List your skills and achievements and back up with evidence.
- Keep it short (maximum 2 pages).
- Use positive action verbs such as “organised, delivered, accomplished, achieved”.
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest but positive (negatives can always be turned into positives).
- Proof-read for spelling, punctuation, grammar and meaning.
- Get someone to check it for you.

Don't

- Do it in a rush.
- Leave gaps in employment.
- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.

There is no single way to write a CV. It is *your* document and can be structured and presented as you wish within a basic framework.

The important thing to remember is that this is the *first impression* an employer will have of you. It is your marketing brochure through which you are trying to sell yourself.

Do's & Don'ts

Do's

- Put your name & page # at the top of each page
- Begin phrases with action verbs
- Provide detail about your accomplishments (focus on results)
- Provide insight into your work ethic & how you will be as a colleague

Don'ts

- Give reasons why you left a job
- Include personal information (SSN, DOB, picture, etc.)
- Lie or “exaggerate”
- Begin phrases with “I”
- Use complete sentences
- Include references

Format Counts

- Use bullets, indents, bold, italics with intent
- Consistency counts! Difference between:
2005-2007 *and*
2005– 2007
- NEEDS TO GET YOU OUT OF THE PILE!

Samples

SAMPLE CHRONOLOGICAL RESUME

NITA JOB

222 Denton Drive • Denton, TX 76203 • 123-456-7890
nitajob@helpme.com

OBJECTIVE To obtain a Research & Development position

SUMMARY OF QUALIFICATIONS

- Seasoned professional with significant field experience in manufacturing, including technology development and management
- Successful start-up of an R&D facility within time and budget constraints
- Honored for excellence in technology invention and development
- Solid leadership, teamwork and project management capabilities
- Fluent in Spanish and English

EDUCATION, HONORS & CERTIFICATIONS

Master of Science in Engineering December 2001
Bachelor of Science in Engineering December 1999
University of North Texas Denton, TX

MIT Sloan School Executive MBA Program

Certificate, "Developing & Managing a Successful Technology & Product Strategy" and "Strategic Marketing Planning" 2001

Certified, Energy Control & Management Professional 1994

Certified, Pollution Prevention Management Professional 1993

PROFESSIONAL EXPERIENCE

Manager, Technology & Development May 2003—present
Texas Design Anywhere, TX

- Designed new technological marketing organization and pre-start up of the function as a member of the Marketing Design Core Team
- Designed and implemented a new technological marketing organizational structure
- Increased output of the Marketing Team by 50% with results confirmed by a marketing survey

Manager, Engineering January 2002—April 2003
California Design Anywhere, CA

- Planned, designed and implemented a new R&D structure using the facility's specifications
- Created organizational philosophies to concur with the improved structure
- Selected site for a new building, while remaining within budget constraints
- Created the conceptual plan and design for a new R&D function in Los Angeles

PROFESSIONAL ASSOCIATIONS

Member, Society of Women Engineers Dec. 1999 - present

Member, Institute of Electronics and Electrical Engineers Aug. 1997 - present

Samples

NITA JOB

222 Denton Drive • Denton, TX 76203 • 123-456-7890
nitajob@helpme.com

OBJECTIVE To obtain a Research & Development position

SUMMARY OF QUALIFICATIONS

- Seasoned professional with significant field experience in manufacturing, including technology development and management
- Successful start-up of an R&D facility within time and budget constraints
- Honored for excellence in technology invention and development
- Solid leadership, teamwork and project management capabilities
- Fluent in Spanish and English

Samples

EDUCATION, HONORS & CERTIFICATIONS

Master of Science in Engineering	December 2001
Bachelor of Science in Engineering	December 1999
University of North Texas	Denton, TX

MIT Sloan School Executive MBA Program

Certificate, “Developing & Managing a Successful Technology & Product Strategy” and “Strategic Marketing Planning” 2001

Certified, Energy Control & Management Professional 1994

Certified, Pollution Prevention Management Professional 1993

Samples

PROFESSIONAL EXPERIENCE

Manager, Technology & Development May 2003—present
Texas Design Anywhere, TX

- Designed new technological marketing organization and pre-start up of the function as a member of the Marketing Design Core Team
- Designed and implemented a new technological marketing organizational structure
- Increased output of the Marketing Team by 50% with results confirmed by a marketing survey

Manager, Engineering January 2002—April 2003
California Design Anywhere, CA

- Planned, designed and implemented a new R&D structure using the facility's specifications
- Created organizational philosophies to concur with the improved structure
- Selected site for a new building, while remaining within budget constraints
- Created the conceptual plan and design for a new R&D function in Los Angeles

PROFESSIONAL ASSOCIATIONS

Member, Society of Women Engineers Dec. 1999 - present
Member, Institute of Electronics and Electrical Engineers Aug. 1997 - present

Samples

SAMPLE FUNCTIONAL/SKILL BASED RESUME

NITA JOB

222 Denton Drive • Denton, TX 76203 • 123-456-7890
nitajob@helpme.com

OBJECTIVE To obtain an Events Manager position

SUMMARY OF QUALIFICATIONS

- Over 2 years event management, marketing, training and coaching experience
- Strong communication, presentation and time management skills
- Confident and poised in interactions with individuals at all levels
- Fluent in Spanish, French and English

EDUCATION

Master of Arts
University of North Texas
December 2010
Denton, TX

Bachelor of Arts
University of North Texas
May 2006
Denton, TX

PROFESSIONAL SKILLS

Management

- Experienced in all aspects of event management and tournament directing, including logistics, transportation, security, safety, coordination of activities, recruitment of volunteers, publicity, and scheduling of celebrity appearances
- Assisted with the selection of staff, raised funds, planned trips, scheduled activities and publicized events

Marketing/Promotion

- Coordinated media appearances and press conferences for celebrities, including transportation and security
- Experienced in marketing, advertising and promoting special events

Administration

- Developed budgets and office policies and procedures to ensure efficiency of operations
- Revitalized underperforming club programs and achieved 90% increased profitability

EMPLOYMENT HISTORY

Events Manager Assistant
Très Baton Country Club
August 2003— present
Anywhere, TX

Coordinator of Promotional Activities
Shooting Star Enterprises
January 2002—August 2003
Anywhere, LA

Samples

SAMPLE FUNCTIONAL/SKILL BASED RESUME

NITA JOB

222 Denton Drive • Denton, TX 76203 • 123-456-7890
nitajob@helpme.com

OBJECTIVE To obtain an Events Manager position

SUMMARY OF QUALIFICATIONS

- Over 2 years event management, marketing, training and coaching experience
- Strong communication, presentation and time management skills
- Confident and poised in interactions with individuals at all levels
- Fluent in Spanish, French and English

EDUCATION

Master of Arts

University of North Texas

December 2010

Denton, TX

Bachelor of Arts

University of North Texas

May 2006

Denton, TX

Samples

PROFESSIONAL SKILLS

Management

- Experienced in all aspects of event management and tournament directing, including logistics, transportation, security, safety, coordination of activities, recruitment of volunteers, publicity, and scheduling of celebrity appearances
- Assisted with the selection of staff, raised funds, planned trips, scheduled activities and publicized events

Marketing/Promotion

- Coordinated media appearances and press conferences for celebrities, including transportation and security
- Experienced in marketing, advertising and promoting special events

Administration

- Developed budgets and office policies and procedures to ensure efficiency of operations
- Revitalized underperforming club programs and achieved 90% increased profitability

EMPLOYMENT HISTORY

Events Manager Assistant
Très Baton Country Club

August 2003— present
Anywhere, TX

Coordinator of Promotional Activities
Shooting Star Enterprises

January 2002—August 2003
Anywhere, LA

THANK
YOU

Questions ?