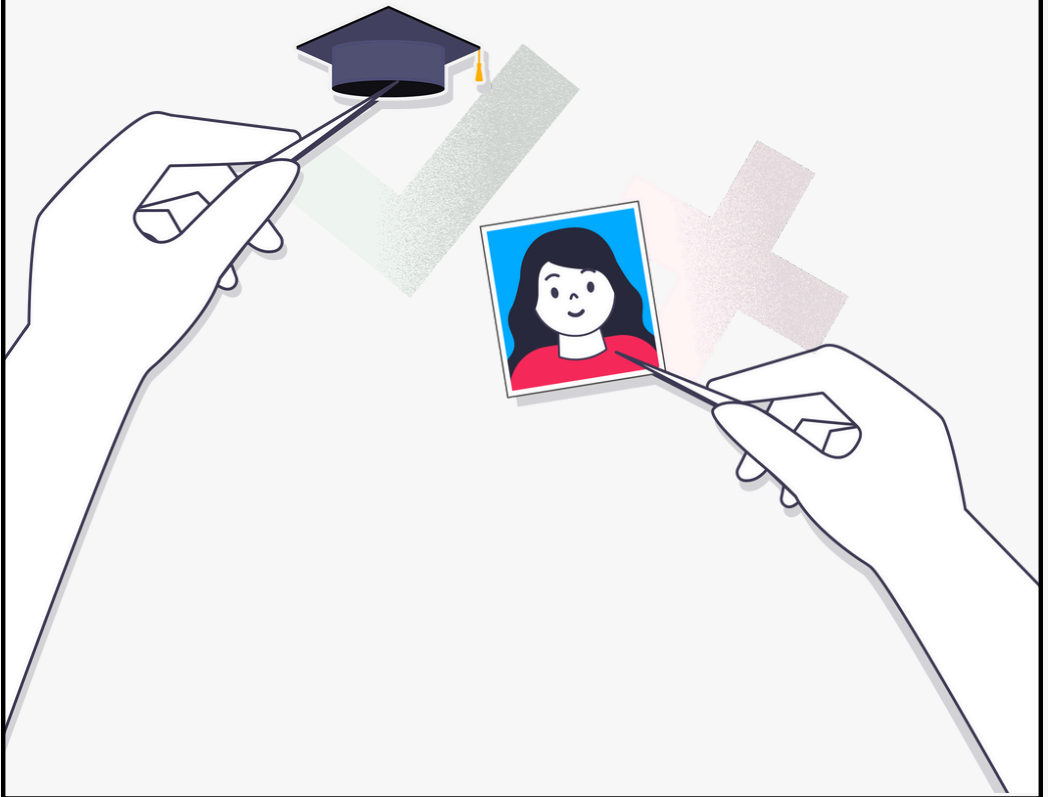# CURRICULUM VITAE (CV)

What Is It and How To Create One

Career Advantage Programme (ECAP)

The EduAdvisor Career Advantage Programme is a premium initiative exclusively available to students who have enrolled in university through EduAdvisor.

Tailored to prepare you for the demands of today's job market, this programme offers early access to career resources that will help you navigate internships and enter the workforce with confidence.

The programme provides personalised guidance, including internship search support, expert career tips, networking events, and one-on-one mentorship.
Our goal is to ensure you're not just academically ready but career-ready as well.

Take control of your future with EduAdvisor's Career Advantage Programme — where your success story begins!

SERVICES BY ECAP

Internship Search

A specialised search engine designed to help you discover incredible internship opportunities that align with your field of study, ensuring you find the right match for your future career.

Mentorship Programme

Gain personalised guidance from professionals and mentors within your field of study who can help you navigate your career path and achieve success.

Career Tips & Content

Access tips and valuable career insights through curated content that covers everything from job search strategies to acing interviews, all tailored to help you thrive in your chosen field.

Career & Networking Opportunities

Participate in exclusive events designed to connect you with industry leaders, alumni, and fellow students, helping you stay on top of trends.

WHAT IS
CURRICULUM VITAE

A Curriculum Vitae (CV) is a detailed document that outlines your educational background, work experience, achievements and skills. A CV is more in-depth than resume and is used to apply for academic, research or professional positions.

A CV is essential for applying to jobs regardless of the field and job experience. As a fresh graduate, you'll want to use a CV to showcase your educational achievements, skills, internships, and extracurricular activities that are not in your resume to showcase your potential to employers.

CV vs Resume: What's the difference

- ☑ **Length and Detail:** A CV is longer than a resume, often 2-5 pages. In contrast, resumes are usually 1-2 pages long and are more concise.

- ☑ **Content:** CVs include detailed sections like education, work history, publications, and achievements. Resumes focus on work experience, skills, and achievements directly related to the job you're applying for.

- ☑ **Format:** CV is more flexible compared to resume that's more structured and tailored.

Format Tips

- **Consistency:** Use the same font and formatting throughout

- **Clarity:** Use clear headings and bullet points for easy reading

- **Length:** While CVs can be longer than resumes, be mindful of relevancy and conciseness

- **Tailoring:** Customise your CV for specific positions, emphasising the most relevant experience and skills

What to put in your CV

- **Contact information** including your name, phone, and email address

- **A professional summary** of your key goals, skills and what you can bring to the role

- **A detailed summary of your job experiences** and what you've accomplished throughout your tenure

- **Academic qualifications** including CGPA and awards won

- **Key skills you've gained** that's relevant to the job you're applying to

- **Achievements or awards** that demonstrates your expertise

- **A portfolio of projects** you've worked on if it relates to the job you're applying for

- **Any community services** that demonstrates leadership, teamwork or passion for a cause

- **A list of professional references** that can vouch for you

Mistakes You Need to Avoid

When Building a CV

Building a CV can be a daunting task. If you're at a loss about what to include, here's a guide to put your job search in motion.

⊗ Your full address

Protect your privacy and only include the city you're currently residing.

⊗ Company jargons

If you are applying for non-technical jobs, it is best to explain your experiences and accomplishments in easier phrases.

⊗ Hobbies

Interviewers don't need to know too much regarding your personal life as they may form a bias/judgement towards it, which will put you at a disadvantage.

⊗ One-liner descriptions

Anyone can claim they're 'something' (e.g. a team player, detail-oriented, able to work under pressure) but your experiences must also reflect this. Briefly elaborate on how you obtained those skills.

⊗ Unfavourable formatting

Full paragraphs and a concoction of colours can be distracting! Keep it simple and concise by using bullet points, headings and subheadings.

⊗ Unprofessional contact details

Only use a professional-sounding email address. Create one specifically for work purpose if necessary. You don't want your interviewers to contact you through an email address you created when you were 12!

⊗ Exaggeration of past experiences & qualifications

Some do feel the need to stand out to appeal to interviews, but you're doing more harm than good if you're unable to elaborate on them.

⊗ Rating your own skills using an ordinal scale (e.g. 0-5 scale)

This will make interviewers question "How did you rate yourself?" "Is this done by you, or by someone else?", "How is this score calculated?" It's best to put it in terms that are better understood by interviewers. For example:

- **Expertise level:** Beginner, Intermediate, Advanced
- **Language Proficiency:** Native Proficiency, Elementary Proficiency, Limited Working Proficiency, Professional Working Proficiency

WHAT FORMAT
SHOULD YOUR CV BE IN?

A good CV needs to be concise and simplified with only the key information highlighted to enable the employers to skim through your CV with ease, yet obtain all the necessary information they need. Here's how you CV should be formatted.

File Type

Save and submit your CV as a PDF to preserve formatting. PDFs are widely accepted and ensure that your layout remains intact when viewed on different devices.

Font Style and Size

Use a clean, professional font (e.g., Arial, Calibri, Times New Roman) in sizes 10–12 for body text and 14–16 for headings. This enhances readability.

Section Headings

Make section headers bold or slightly larger than the main text to visually separate each part of the CV

Margins and Spacing

Stick to 1-inch margins on all sides and use sufficient spacing between sections (1.0–1.5 line spacing) to keep the document uncluttered

Consistent Alignment

Left-align text for a clean look, and use bullet points for easy readability, particularly in sections like Work Experience and Skills.

Color Scheme

Stick to black text on a white background to keep it professional. A single accent color can be used sparingly for section headings or borders if appropriate.

Length

Ideally, limit the CV to one page if you have less experience.

Experienced professionals with extensive backgrounds can go up to two pages, but it should be concise and directly relevant to the role.

Good VS Bad CV

WHAT'S THE DIFFERENCE?

Here's a quick look at the key differences between a good CV and a bad CV, so you can make sure yours stands out for the right reasons.

GOOD CV

- A good CV is clear, organised, and effectively showcases your qualifications, experience, and skills in a way that's relevant to the job you're applying for.

BAD CV

- A bad CV is often cluttered, vague, or overly long or too short, with irrelevant information and poor formatting that distracts from your core qualifications.

Example of a

Good CV

JACK TAYLOR

Experienced Business Analyst | Supply Chain Optimization | Data Analytics

+44 20 7123 4567 • help@enhancv.com • linkedin.com • Birmingham

Summary

With over 9 years of experience in business analysis, supply chain management, and logistics, I have a proven record of enhancing efficiency and customer satisfaction. My expertise includes running advanced business models, financial re processes to refine supply chain operations. I am eager to contribute to your commitment to sustainability and the jou

Consistent use of professional font with appropriate heading size

Experience

Unilever — London, UK
Supply Chain Analyst — 01/2019 - 12/2022

- Led a cross-functional team to streamline logistics processes, reducing overall supply chain costs by 15% within a 12-month period.
- Optimized inventory levels through improved forecasting accuracy, resulting in a 20% reduction in working capital requirements.
- Managed supplier performance and initiated strategic partnerships which enhanced raw material availability by 25%.
- Developed robust business models in Excel, simulating various supply scenarios to improve decision-making efficiencies.
- Implemented an AIMMS-based planning solution that improved logistics scheduling, enhancing customer satisfaction rates by 30%.
- Contributed to a company-wide sustainability initiative aimed at reducing environmental impact, in line with the journey to net-zero emissions.

GlaxoSmithKline — Brentford, UK
Logistics Coordinator — 06/2016 - 12/2018

Using only two-colour scheme to create a clean and polished look

- ...es for pharmaceutical products, achieving a 99% on-time delivery record over two years.
- ...through the negotiation of more favorable terms with logistics providers.
- ...for ensuring compliance with international logistics and shipping regulations.
- ...ring teams to align production schedules with customer demand, ensuring optimal resource allocation.

Johnson Matthey — Royston, UK
Commercial Analyst — 09/2013 - 05/2016

- Analysed commercial data to provide insights driving a 5% year-over-year growth for specific product lines.
- Supported monthly financial close processes, improving reporting efficiency by 20%.
- Conducted competitive analysis leading to strategic adjustments and a subsequent 8% market share increase.

Sections are divided with subheadings, and the use of bullet points for easy readability

Education

University of Warwick — Coventry, UK
MSc Supply Chain and Logistics Management — 01/2011 - 01/2012

University of Leeds — Leeds, UK
BSc Economics and Management — 01/2008 - 01/2011

Achievements

☆ **Team Lead for Sustainability Project**
Spearheaded a cross-functional team initiative that targeted a 15% carbon footprint reduction.

💡 **Award for Logistics Excellence**
Received an internal accolade for outstanding work in logistics coordination

⚡ **Negotiation Success**
Renegotiated freight contracts, cutting transportation costs by 10%

Skills

Supply Chain Management • Logistics Planning • Business Process Optimization • Data Analysis • Financial Reporting • Microsoft Office

Example of a **Bad CV**

Inconsistent font, poor document alignment, wrong formatting arrangement

Philippa T. Smith

Education

- Montgomery of Alamein School, Winchester - 3 A Levels in Business, Economics and Computer Science - June 1994
- Hampshire Community College - BA(Hons) in Marketing and Management - 2.1: June 1996
- Diploma in Event Management - pass - June 2000

Personal Data

- Place of Birth   : London
- Citizenship   : british
- Marital Status   : Single
-
- Phone: 01255 666667
- Mobile: 01787 8888000
- E mail: xxxxxxxx@yahoo.com

Although this CV uses a two-color scheme, the CV is still hard to read as there's no clear separation with headings

Other Skills

Languages: Fluent in Arabic and French
Computer: Outlook, MS Office, power point, HTML, Access
Other: Good team working, social and communicating skills

Although this CV uses a two-color scheme, the CV is still hard to read as there's no clear separation with headings

Work experience:

July 1996-May 2002 - Event Organiser, James Watt Event Company, Edinburgh, Scotland

June 2002 - september 2008 - IT Administrator, Universal Events Mgt, Wembly, London, UK

September 2008 till now - Event Supervisor, Tame Events, Doha, qatar

Hobbies

Tennis, horse-riding, on-line gaming, cooking and organizing dinner parties

What Helps a CV *STAND OUT?*

Your CV needs to be more than just a list of qualifications; it should highlight what makes you unique and valuable to potential employers.

Here are some tips to help you leave a lasting impression.

Club and Societies Position

- **Demonstrates Involvement:** It shows you're engaged and active outside of academics or work, highlighting your interests.
- **Highlights Skills:** Participation often involves teamwork, leadership, and communication skills, making you a more attractive candidate.
- **Personal Touch:** It adds a personal element, allowing employers to see your personality and passions.

Volunteering Experiences

- **Shows Commitment:** It demonstrates that you care about giving back and are willing to dedicate your time to causes.
- **Indicates Initiative:** It reflects your ability to take initiative and seek out opportunities beyond paid work.
- **Personal Values:** It gives insight into your personal values and interests, making you a more relatable candidate.
- **Relevant Experience:** If the volunteering is related to the job, it can directly illustrate your passion and suitability for the role.

Projects with an Impact

- **Demonstrates Practical Experience:** It shows that you've applied your knowledge in real-world scenarios, not just in the classroom.
- **Highlights Skills:** Projects often involve teamwork, problem-solving, and project management, showcasing important skills to employers.
- **Shows Initiative:** Participation in projects indicates that you're proactive and eager to learn beyond standard coursework.
- **Relevant Knowledge:** If the projects relate to the job you're applying for, they can directly demonstrate your expertise and interest in that field.
- **Creativity and Innovation:** Unique or complex projects can showcase your creativity and ability to think critically.

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