



How to Draft an Impressive C.V.

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Points to be discussed

- What is a C.V.?
- How should you organize your C.V.?
- Things you should look for.
- Things you should avoid.
- Ensure your C.V. is neat.
- Write your C.V.



A Curriculum Vitae (C. V.)

A Curriculum Vitae is a factual record of candidate's qualification and experience, whereas a *Resume* is a summary of skills, accomplishments and education.

C. V. Writing

Writing an impressive C. V. *is the first step towards landing your next job.*

It is *your ambassador to the work world.*

Opens the door of opportunities.

It is the first thing an employer sees from you.

Creates the valuable *first impression.*

An impressive C. V. is a direct ticket to your job

Remember, your resume speaks about you, when and where you are not present.

As the competition increases, you need to make a favourable ***'first impression'*** through your resume.

Your resume is ***a snapshot*** which should clearly support your carrier goals.

What information should be in your C. V.?



Your C. V. should express yourself correctly.



It should highlight details of ***your education.***



Details of ***your work experience.***



Details of ***your skills***, which the employer is really looking for.



Special abilities - like, computer skills.

For that you have to ...

- Find out what skills, knowledge and experience are needed to do the '*target Job*'.
- Make a list of your 3 or 4 of your strong skills, knowledge and abilities that make you a strong candidate for the job.
- For each key skill think of your accomplishments and mention them.