

Important Information

Exercises to do this week. Only send exercises from Monday to Friday. Send answers here: gpa.ana@gmail.com

THEORY: STEPS TO WRITE A CV

- 1.Detail your academic history in reverse-chronological order.** This can include your post-doctoral programs, graduate school, undergraduate school and high school. Only include your most recent two educational experiences. Dates attended is optional.
- 2.Record your professional experience.** List the company or organization, job title and dates employed starting with your most recent job. List your job duties, experience gained and achievements. Use numbers to measure your impact when possible.
- 3.Include relevant skills and qualifications.** This can be in a separate skills section. Reread the job description to highlight the most important skills employers are looking for. These can include both hard and soft skills that make you the best candidate for the job.
- 4.List honors and awards.** Use this section to outline your achievements in the field related to your application. Start with the award name followed by year awarded, the organization that gave you the award and details about the award such as how often the award is given, how many people receive it, etc.
- 5.Include relevant publications and presentations.** Include relevant citations of presentations, papers, studies, books or other publications important to your professional history. For publications, include authors, date published, summary, volume, page and DOI number. For presentations, include the title, date and location of presentation.
- 6.List your professional associations and affiliations.** This should include the name of the organization, geographic location or chapter and dates of active membership.
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PRACTICE. WRITE THE UNKNOWN VOCABULARY OF “THE STEPS TO WRITE A CV”