EQUIPPING YOUNG PEACEMAKERS

Introducing Yourself: Resumes and Biographies
with Becca Farnum

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AMENDS
Global Fellows

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Applications

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  to make it clear - with a very basic skim - that you can do what they need

CVs

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- ***curriculum vitae*, literally, "the course of life"**

  - key background, with most relevant details

  - easy to skim, with formatting that guides the eye

  - factual list, with minimal explanations needed

CVs

- **also frequently called a "resume"**

  - used for most every job and school application

  - no universal format or instructions…
    expectations vary between countries

  - 1-2 pages for professional; longer for academic

Creating Your CV

- **bear in mind that everyone will want something slightly different...what appeals to one person won't be appreciated by another!**

- **at the end of the day, then, it is *consistency* and *clarity* that are most important**

- **do some research about what the norms are in the country you're applying to**

Creating Your CV

- **appealing to the eye through *consistency* is key: consider fonts,spacing & colors**

- **making all lines the same verb tense, professional tone, and length aids *readability***

- **highlighting the most important things visually helps *focus reader attention***

CVs – Content

- **professional**

- **active**

- **targeted to the audience**

CVs: Things to Include

- **Education & Training**

- **Professional Experience**

- **Community Engagement**

- **Publications**

- **Skills & Languages**

CVs: Things to Consider Leaving Out

- **photo** (common in some countries; taboo in others)

- **address** (you don't have to say where you're based)

- **hyperlinks** (make sure they can follow the link)

- **references** (better to save space)

- **colors** (don't overdo it!)

CVs – Showcasing Yourself

- **employers look through applications very quickly**

- **your job is to make it as easy as possible for them**

- **show them how you fit what they're looking for**

- ***specificity* and *skimmability* are key**

the rule of threes

- **thinking naturally happens in *groups of 3* for the human brain**

- **listing three bullet points with details for each entry is thus a smart thing**

- **keeping each bullet point *specific and short* (one line only) helps things flow**

a good CV is...

- precise

- proactive

- personal

precise

- being ~~generic~~ is expected and makes your application go to the bottom

- using *specific examples* can help you stand out (e.g., "Increased sales by 57%")

- targeting the job description and *responding to their requirements* is key

proactive

- taking *action* is key: start detail bullet points with exciting, active verbs

- owning your contributions is vital: *rethink passive words* like 'help', 'assist', 'learn'

- maximizing space is important: every line should be different and *use a unique verb*

personal

- claiming *your accomplishments* matters: use verbs that emphasize your role

- summarizing your work is boring; highlight your *most impressive feats*

- *showcasing you* is the ultimate point: focus on what you've contributed

Templates

- **[this one](#) highlights your administrative skills**

- **and another [CV template](#) focuses on research**

  copy these and build your own version

- **[Canva](#) works well for document design**

- **another great platform is [cvster.nl](#) (in Dutch!)**

- **[Europass CV](#) is a common format - though you can 'stand out' more with your own for some employers**
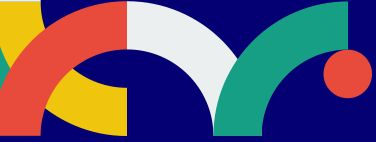
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