

HOW TO PREPARE A CV OR RESUME'

Hey guys, are you having some difficulties preparing your Curriculum vitae (CVs) or your resume?

Well, the first step is usually the hardest, but don't you worry, we got your back on this and we will help you on how are you going to have it simple, easy and proper.

Looking for a job and getting the right job for you are two stressful things. But the thing is, why worry if you confidently had what are they looking for. Just let them know that you are the right one that for the task, have your resume or CV ready and the rest will flow smoothly!

The first step towards getting your dream job begins with a proper resume. This document presents your professional experiences, achievements, educational background, and skills. It should primarily indicate that you are hire able and the right person for the job.

Make a stand-out resume that serves as an overview of your qualifications. Focus on your professional and academic achievements and essential skills.


HOW TO WRITE A RESUME

No resume fits all. Always adapt your qualifications based on what is asked in the job advertisement. Read and see the keywords posted on the ads.

A resume is one of the most important tools to assist you in getting an interview for a job and eventually land in job suitable for your capability, knowledge and expertise. It indicates your education, work experience and skills comprehensively to provide outline information about you to potential employer. Therefore, it should be a good representation and reflection of who you are.

For newbies, writing one can be confusing and difficult, but with a proper guide it makes it easier and hassle free. When writing your resume, you can initially answer the question that most employers is asking or needing. Are you the one they are looking for?

Know the Basic Elements of a resume;

- HEADING
 - OBJECTIVE (optional)
 - EDUCATIONAL BACKGROUND
 - EXPERIENCE
 - HONORS AND AWARDS
 - SKILLS/HIGHLIGHTS
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- PERSONAL INFORMATION
- REFERENCES (on a separate page)

HEADING:

Your photo in your resume is not required. Focus on your qualifications. In general, it is illegal to ask an applicant to include a photograph with a job application. Several laws prevent employers from doing this. These include the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 and the Civil Service Reform Act of 1978.

This section of the resume is one of the most important. It should include your name, address, email, and contact phone number.

Make sure to let your name STAND OUT by using bold and enlarging the font size of your name. Use a professional email address.

OBJECTIVE: *(optional) Construct your objective based on the job qualifications as posted.*

It should be goal specific and states the qualifications, skills, expertise and potentials you had. Brief but specific.

EDUCATIONAL BACKGROUND:

Include your trainings and seminars relevant to the job description. This will show that you are into continuous learning mode.

You can list all the schools, colleges or universities you have graduated from along with their addresses and any degrees that you have earned or attained. If you are still on the process of attaining a degree or currently attending classes, you may indicate the anticipated completion of the course or the degree. Elementary and secondary education could be left out, you can include such whenever you think it is necessary for the employer to know.

WORK EXPERIENCE:

Read and find the keys words used in the job ad. Use these words to highlight your contribution to the position, achievements, and/or responsibility assumed.

This refers to any paid or unpaid jobs you have or currently have. You may indicate the job title, your job brief description or the accomplishments you have contributed or made, employer and address as well as the length or duration of tenure.

HONORS & AWARDS:

Indicate the scope of honor or award (i.e. Local, national, international level)



You have the option whether you will include this or not in your resume. When you chose to include this in your resume, school or non-scholastic achievements, awards, citations or honor received can be cited.

SKILLS/HIGHLIGHTS:

Make a quick review of your social media accounts. Make sure that there are no offensive contents. HR may do a background check.

This may include any of your unique, relevant or necessary skills that you have but are not reflected in the other sections of your resume. For example: foreign languages, knowledge and expertise in computer applications, certifications, etc.

PERSONAL INFORMATION:

Photo, date of birth, marital status, religion, gender, social security numbers can be provided later when the employer have decided to hire you.


Some basic or personal data or information are needed or being required by some employers. On this section you may limit the information that you feel comfortable to share with or otherwise cite a non-disclosure note for your own privacy.

REFERENCES:

Always secure permission of anyone you choose for your character reference before providing his/her basic information

In citing character references, you may include your previous employer but never use relatives as references, only those whom you think knew you professionally and even personally. However, you must always secure permission of anyone you choose for your character reference before providing his/her basic information for verification or any inquiries the prospective employer would be asking about you.

QUICK TIPS:

1. Compress your information in maximum of three (3) pages.
 2. Use business type fonts, no fancy curved font styles. Font size 11 – 12 points, 1.15 to 1.5 line spacing,
 3. Use active voice
 4. Use numbers to describe percentage of achievement/accomplishment
 5. Research on similar resumes that fit the posted job description. Check useful sites like GlassDoor, LinkedIn, Jobstreet. Find FB groups who are into M&E related jobs.
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USEFUL REFERENCES AND LINKS:

Useful links M & E Resume Samples available on website:

JOBHERO - link as follows : <https://www.jobhero.com/resume/examples/business-operations/monitoring-and-evaluation-officer>

MYPERFECTRESUME – link as follows:

<https://www.myperfectresume.com/cv/examples/statistics/monitoring-evaluation-officer>

LIVECAREER – link as follows:

<https://www.livecareer.com/resume/examples/administrative/monitoring-and-evaluation-officer>