

Getting Mentally Prepared to Write the Curriculum Vitae

By CVMasters.Com

Believe it or not, writing a CV is kind of like writing a novel. It should tell a story and should have a progression of information that is both logical and consistent. As any good writer knows, the creation of a new piece is a process, and often the first step in the process is reflection.

One of the very first things you should do before you put pen to paper, or fingers to the keyboard, is to sit back and think about the ultimate purpose of the CV. It has a limited, but valuable, objective. It is designed to get the interview. Sometimes, people mistakenly think that the CV or resume is meant to get the job. It is not. The idea is to give the reader enough information, but not too much, that they will become curious and interested as to who you are as a professional. They will ultimately want to reach out and meet with you. This is how people get interviews (unless you are lucky enough to know someone.) So with this in mind, here are some important tips to follow before you actually start writing.

1. Put yourself in the place of the prospective employer. What kinds of things would you want to know about if you were on the hiring end? This is a good place to start because it will hopefully put you in a more objective position to consider points that are relevant to the CV. Even though a CV is typically lengthier than a resume, it still must be succinct and relevant.
2. Create an outline or “shell” that you can easily fill in as you progress. Don’t think that you need to try and write the complete CV in one sitting. It’s often a good idea to first create the outline consisting of headings and highlights and then going back the next day and filling in the blanks. If you get into a groove, then by all means, write as much as you can. But if you hit a wall, so to speak, stop and take a break.
3. In the beginning, just let the thoughts flow out of you onto the paper. Don’t worry about the format or content. If it comes to mind, write it down. Remember, this is not the CV, it is merely what will become the outline.
4. After you have formed your outline, go in and start plugging in data to fit the headings. Start with the easier parts and save the hard parts for last. The more you see being accomplished, the more motivated you will become to keep writing.

The most important thing about writing a CV is to allow you enough time to write the document gradually over several days. This way, you will not feel rushed and you will be surprised just how much fun you have creating a CV that will last you for your whole professional life.