

## Curriculum Vitae Essentials

The curriculum vitae, or CV as it is commonly referred to, is mainly used for professionals who applying to academic postings or perhaps research based fields. These may include university professor or teachers as well as professionals in the STEM (science, technology, engineering, mathematics) fields. The CV also tends to be much lengthier than its resume counterpart. It is not uncommon for a CV to reach 7-10 pages whereas a normal resume is typically no longer than two pages. The CV also contains different types of information that a resume may not normally contain such as publications, hobbies and interests as well as lengthy expositions on achievements and professional highlights. Because of the breadth and depth of information the CV contains, it is often a good idea to hire a professional resume writer in to help you in creating this important document. A CV is, after all, likely to remain with you over several years and will increase in length as you acquire new skills. A resume writer will typically have experience working with professionals from many different industries and will likely be able to look at your skill sets objectively and give valuable feedback related to the type of information you may want to consider including in your CV.

### Step One: The shell

The first step in writing the CV is to consider your specific career track and draw out the most salient aspects of your career. Are you applying for an academic posting in a university setting? Then you will want to focus your CV on your publications and research. Universities want to know that you are research oriented above all else as this is an important aspect of a university academic's responsibilities. Perhaps you are applying for a position as a laboratory director for a pharmaceutical company. In this case, you will want you CV to be heavily laden with your accomplishments in past similar environments. In other words, the CV needs to be reflective of the specific type of information that is most likely to get you an interview.

### Step Two: The core

The second step in writing the CV is in forming the backbone or core of your document. The easiest way to do this is to decide on the themes that best describe your abilities in conjunction with the position in question. You will want to have a section dedicated to key words in the case that a company uses a software program to screen resumes that come in through email and through the company's website. Key words should be the skeleton of your CV. These may include words like "strategic planning", "risk management", "financial planning", or "project management." Essentially, you or the resume writer will want to create a table of key words that consists of about 10-15 different terms. This will form the backbone of your CV.

### Step Three: The highlights

Lastly, you will want to add a healthy dose of highlights that reflect specific milestones throughout your tenure. If possible, it is best to focus on measurable and thus quantifiable types of achievements. These will stand out against the usual less tangible highlights most people write. Once you have a list of highlights that really tell an exciting story, you will want to talk about specific functions and abilities for each position. Remember to focus on both qualitative and quantitative benchmarks.

