



# Curriculum Vitae

## -Bahasa Inggris-



# Imagine why...?

You've found a dream job. You know you'd be a perfect fit. You send your CV and you breathlessly wait for the call-back. But it never happens.

# WHAT IS CV?

- Document that summarize your professional history, education, skills and achievements in full detail.
- Documents you might provide an employer for consideration for an open position.
- It's usually two- or three-page long but can just as well be laid out over 10+ pages, if necessary.



# 5 Sections to Include in Every CV

1. Contact information

2. Personal Statement (Personal Profile)

3. Work Experience

4. Education

5. Skills



# Good Additional Sections for a CV

- ✓ Professional Certifications
- ✓ Professional Associations
- ✓ Languages
- ✓ Additional Training and Courses
- ✓ Conference Participation
- ✓ Publications
- ✓ Awards
- ✓ Blogging and Influencing
- ✓ Volunteer Experience



# Order of Sections for a Standard CV

Contact information

Personal Statement (Personal Profile)

Work Experience

Associations and Certifications (Optional)

Education

Skills

Extra Sections



## **Order of Sections for a CV with Little or No Experience**

Contact Information

Personal Statement (Career Objective)

Education

Work Experience (Including Internship and Volunteer Experience)

Skills

Extra Sections

# 1. Contact information

## Include:

- ✓ Your full name
- ✓ (Optional) Physical address
- ✓ (Optionally) Date of Birth
- ✓ Your job title
- ✓ Phone number
- ✓ Personal email address
- ✓ (Optionally) Professional website
- ✓ (Optionally) Other social media handles.

## Do not include

- × Your work email address or any other current business-contact info
- × Your photo (unless asked for in the job ad)
- × Irrelevant social media URLs.





## 2. Personal Statement/Profile

A *CV personal statement* (also called a CV personal profile or a CV profile) is a short, 2- to 4-sentence paragraph at the top of your CV.

Its purpose is to give a synopsis of your career, list your top skills and achievements and show what you can do for your future employer.

# CV Personal Statement

## Include:

- ✓ Who you are
- ✓ 2–3 skills
- ✓ 2–3 achievements
- ✓ The name of your target company
- ✓ What you hope to do for your new employer.

## Do not include

- × Salary requirements
- × Reasons for leaving your past company
- × An explanation of why you want the job
- × An old-school CV objective a.k.a. “What I want out of the job.”

# SAMPLE

- Inquisitive computer science specialist with 8+ years of experience. Looking to leverage strong programming skills as a developer for Acme. Led a team of 11 coders at Halcyon-Berth Systems. Delivered projects an average of 10% before deadline, with 15% less errors than other teams. Trained 25 programmers in cloud computing skills.
- Dependable licensed NMC Registered Nurse trained to work in high-stress environments and stay calm under pressure. Seeking to leverage meticulous record-keeping and analytical skills to help St Francis Hospital with your upcoming challenges.

# 3. Work Experience

## Include:

- ✓ Position name
- ✓ Company
- ✓ Dates worked
- ✓ Up to 6 bullet points outlining your achievements and responsibilities
- ✓ Numbers and metrics to back up your achievements
- ✓ (Optionally) A “key achievement” subsection at the bottom.

## Do not include

- × Short-term employment (unless you have less than 2 years of experience in total)
- × Present tense for a past job
- × Explanation of employment gaps of time-off
- × Tables, images or charts.

# SAMPLE

## **Java Programmer**

Black Knight Financial Services, Glasgow, Scotland

2010–2019

Designed and developed up to 10 applications projects per year.

Designed project requirements in cooperation with data analysis teams.

Participated in project meetings, with technical staff members, business analysts, and external stakeholders.

Trained and mentored over 15 junior programmers and developers.

**Key achievement:** Developed a test automation tool that reduced testing time by 55%.

# 4. EDUCATION

## Include:

1. Graduation date
2. Your degree
3. The name of the institution.

And nothing else.

## Example:

**2015 M.A. in Comparative Literature**

King's College, London

**2014 B.A. in French**

University of Southampton

# For entry-level CVs with little work history

**Place your education section above your work experience. You can add:**

- ✓ Your honours
- ✓ Your favorite fields of study
- ✓ Your dissertation title
- ✓ Relevant coursework
- ✓ Your best achievements
- ✓ Extracurricular academic activities.

**Example:**

**2018 B.A. in Psychology**

Stirling University

**Relevant Coursework:** Business Communication, Social Psychology, English Language Studies, Grammar and Editing

**Extracurricular Activities:** Captain of the Rugby Team

# 5. Skills

## Include:

- ✓ 4–8 skills relevant to the job
- ✓ Soft skills and job-specific hard skills
- ✓ Indication of your proficiency level (Basic, Advanced, Expert)
- ✓ (Optionally) Examples of how you used your abilities.

## Do not include

- × Skills unrelated to the position
- × Lengthy, unspecific descriptions.





# 6. Additional Sections

## Sample of CV Additional Sections

### Professional

- Industry awards
- Professional certifications
- Publications
- Professional affiliations
- Conferences attended
- Additional training

### Students

- Volunteer experience
- Hobbies and interests
- Academic achievements
- Personal blog



# CV POWER WORDS

- Also known as CV action words or action *verbs*.
- These are the words you use to introduce your achievements, instead of just listing responsibilities.

## **With CV action words:**

*Responsible for* becomes *Improved...*

*Worked with* becomes *Collaborated on a team that...*

*In Charge of* becomes *Directed 20 employees to...*

# CV POWER WORDS

Here are some sample action words to put on a CV:

Accomplished

Advanced

Boosted

Completed

Created

Delivered

Enhanced

Expedited

Improved

Lifted

Managed

Maximized

Produced

Stimulated



# Good CV fonts

- Font Options: Calibri, Cambria, Open Sans, Georgia, or Bookman Old Style, Arial, Tahoma, or Helvetica if you prefer sans-serif fonts, and Times New Roman or Bookman Old Style if serif fonts are your usual pick.
- Use 11 to 12 pt font size and single spacing.
- For your name and section titles, pick 14 to 16 pt font size.

Tip :Don't ever think of using a "fancy" curly-tailed font for it will make your CV a nightmare to read.



# Keywords from the job description

- Sending one generic CV to all prospective employers won't do. Especially in the era of Applicant Tracking Software, you need to tailor each curriculum vitae you send to match the job on offer.
- Read the description of the position carefully. Jot down all important responsibilities and required skills. Then, use those keywords on your CV.



# Good CV Layout

That means:

- Lots of white space
- Uniform formatting
- Big section headings

Make sure your CV headings are uniform—make them larger and in bold but go easy on italics and underlining.

- Stick to a single dates format on your CV: for example 02-20 20, or February 2020.



**What's the one thing you should never, EVER include on a CV?**



## *Lies.*

You might feel tempted to exaggerate the importance of your past positions. Embellish your achievements. Overestimate your language skills.

All that just to get a shot at the interview which otherwise seems impossible to get.

Don't.

First of all—recruiters are trained to spot liars. And once they find out you lied, there will be no second chance.



## Jane Ahlgren

E-Mail: JUAhlgren@gmail.com  
Tel: 555-212-5551

Address: 134 Rightward Way Portland, ME, 04019

### Objective

- To be an expert in my area of work, with passion for challenges, innovation and working with people and communities.
- Seeking a role, where I will be able to apply my skills, work experience in project management by making a difference through quality, with strict adherence in achieving the organizational goals.

### Summary

Healthcare PMP with years of experience managing various projects in a hospital. Cut costs by significant amount in 6 months, dropped stockroom waste and reduces wasted foot traffic across nursing staff and departments.

### Academic Details

- Project Management Institute – Received Project Management Professional certification
- University of Southern Maine, BSN (1996-09 – 1999-05)

### Technical Skills & Languages

- Keynote, MS Office
- Spanish (intermediate)

### Work Experience

**Date of Joining:** 2006-05 to 2017-01

**Post:** Project Manager

**Organization:** Seton Hospital, ME

The **scope of work:** Oversaw hospital projects with focus on reducing various costs. Oversaw “Just in Time Restock” project, which was aimed to cut stockroom waste. Implemented Lean Training and Six Sigma projects for all employees, which was aimed to cut costs. Created supply room reallocation project, which was aimed to cut foot traffic for nursing staff and various departments.

**Date of Joining:** 2002-09 to 2006-05

**Post:** Chief Nursing Officer

**Organization:** Seton Hospital, ME

The **scope of work:** Led nurses with multiple project management duties. Managed nursing staff and align them to new scheduling system. Implemented cost tracking project and managed projects for lean training.

**Date of Joining:** 2000-03 to 2002-09

**Post:** Charge Nurse, Maternity

**Organization:** Seton Hospital, ME

The **scope of work:** Lead team of 15+ Maternity Ward nurses. Organized and coordinated a project to donate expired supplies and equipment to charities. Implemented a patient tracking system to cut data collection. Initiated various projects.

### Hard and Soft Skills

- Leadership
- Agile and Scrum
- Business Process Improvement
- Vendor Management
- Project Scheduling

## Jane Ahlgren

PMP, RN

Passionate healthcare PMP with 10+ years experience managing various projects in a high-volume hospital. Cut costs by 32% in 6 months, dropped stockroom waste by 65%, and reduced wasted foot traffic by 88% across all nursing staff and departments. Seeking to leverage strong leadership skills and expertise to increase profitability for C.S. Mott Children's Hospital.

### Experience

2006-05 - **Project Manager**

2017-01 *Seton Hospital, ME*

- Oversaw all major hospital projects for 10+ years, focus on cost reduction.
- Oversaw the “Just in Time Restock” project. Cut stockroom waste by 65%.
- Implemented the highly successful Lean Training and Six Sigma projects for all employees. Cut costs by 32% in less than six months.
- Created our popular supply room relocation project. Cut wasted foot traffic by 88% across all nursing staff and departments.

2002-09 - **Chief Nursing Officer**

2006-05 *Seton Hospital, ME*

- Nursing leader for all 87 nurses with multiple project management duties.
- Switched nursing staff to new scheduling system for better cost management.
- Implemented a new cost tracking project to ratchet down stockroom waste.
- Managed project for lean training of all nurses.

2000-03 - **Charge Nurse, Maternity**

2002-09 *Seton Hospital, ME*

- Led team of 15+ Maternity Ward nurses for two years.
- Organized and coordinated a project to donate expired supplies and equipment to overseas charities. Recouped over \$32,000 in tax deductions.
- Implemented a new patient tracking system to cut redundant data collection.
- Initiated project for better gloving/gowning techniques. Infection-related complications dropped 15% after project's end.

### Education

2008-10 - **Project Management Institute**

2008-07 Received Project Management Professional certification from PMI.

1996-09 - **University of Southern Maine, BSN**

- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.
- Graduated Summa Cum Laude

### Certificates

PMP, RN

### Conferences

2014-10 Guest Speaker, Northeast Shingo Lean Conference

### Licenses

RN (73829)

### Personal Info

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555-212-5551

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www.linkedin.com/in/jane-ahlgren/

### Skills

Leadership

●●●●●  
Expert

Agile and Scrum

●●●●●  
Advanced

Business Process Improvement

●●●●●  
Expert

Skilled in Keynote, MS Office

●●●●●  
Expert

Project Scheduling

●●●●●  
Advanced

Strategic Planning

●●●●●  
Intermediate

Communication Skills

●●●●●  
Expert

### Languages

Chinese

●●●●●  
Advanced

Spanish

●●●●●  
Intermediate

# Assignment

**Make your own CV.**



**THANK YOU**