COC
Career Development Center

GUIDE TO
WRITING YOUR CV

A good CV is the most important step in getting a good job and attracting an employer's attention. Getting it right will open new doors for you but an incorrect CV may lead to failure in job searching.
A CV shows why your set of skills makes you a suitable candidate for a position. It is used to sell yourself to prospective employers and should tell them about you, your professional history, your skills, abilities and achievements.

WHAT TO INCLUDE IN YOUR CV

1. Name, professional titles and contact details

This should be at the top of your CV. Do not write CV or curriculum vitae as the title. The title should be your name. For contact details, include your email address and phone number. An outstanding and unique CV will a google site link and a link to their LinkedIn profile. If you do not have a google site or a LinkedIn profile, visit CDC's website to read the guides or come visit our office on the 4th floor of Daffodil Tower for one-to-one advice. Here is an example of what it can look like:

Name | Civil Engineering Graduate
Location: Dhaka, Bangladesh
Phone: 01234 567890
Email: name@example.com

2. Career Goal/ Personal profile

This is one of the most important aspects of your CV. It's a short paragraph right under your name and details that tells prospective employers about you in short. Answer 3 questions in this section:

a. Who are you?
b. What can you offer the company?
c. What are your career goals?

You could choose to write in the third person which can appear more objective, for example, '

For example-1:

A recent graduate with a CGPA of 4.0 with a degree in Computer Science and Engineering from Daffodil International University, seeking an entry-level position in….

For example-2:

Knowledgeable engineer with a wide skill-set, including condition-based maintenance, through working on automated systems such as… or During my degree, I have developed an excellent eye for detail, due to the heavy demands of assignments and research. As a result, I am also able to work under pressure. Especially when balancing my educational workload with my volunteering placement Career Development Center…

For example-3:

Looking to secure a challenging role in a market-leading automotive company where I can bring fresh strategic vision and value to the business.

3. Education and qualifications

Your education should be listed in reverse chronological order. That is, the most recent degree should be at the top and the oldest one at the bottom. For example:

Daffodil International University – Dates attended (from – to)
Qualification/subject – Grade

HSC: Group
GPA 3.40/5.0
Board, Passing Year
Institution

SSC: Group-
GPA
Board, Passing Year
Institution

4. Experience and employment history

Your employment history section gives you a chance to outline your previous jobs, internships and work experience.

List your experience in order of most recent to the oldest. When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarizes the role. Then bullet point your key responsibilities, skills and achievements.

For example:

Administrative Officer- Career Development Center of DIU (May 2018-June 2019)

Key responsibilities:
◗ Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
◗ Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Key achievements/projects:
◗ Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
◗ Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

5. Key skills

If you're writing a functional CV, or have some abilities you want to show off to the employer immediately, insert a key skills section underneath your Career Goals/ personal profile. You should aim to detail four to five abilities at most.

6. Hobbies (Optional)

If you feel that your CV is lacking, you can boost your document by inserting a hobby and interests' section at the end. Be careful though; avoid listing hobbies that don't add value to your CV or are very common, like reading. List interests that make you stand out or are relevant to the job.

10 THINGS
TO REMEMBER FOR **AN EFFECTIVE CV**

1. Fonts Style & Size:
Choose clear, professional fonts. Go for one of the standard CV typefaces: Arial, Tahoma, Helvetica and Times New Roman. DO NOT use Comic Sans MS. Use 11 to 12 pt. font size and single spacing. For your name and section titles, pick 14 to 16 pt. font size.

2. Layout:
Be consistent with the CV layout. 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, 11-2017, or November 2017.

3. Contact:
Make sure your contact information is correct. Recruiters will use it to research you online. If your social media profiles are unprofessional, or if your LinkedIn profile information doesn't match that on your CV, you're immediately rejected. Please make sure you have one consistent phone number that is turned on at all times. If not make sure your missed call alert is turned on. Read our guides on managing your LinkedIn and Facebook profile to help you stand out.

4. Tailoring:
Tailor your CV to the job posting. Read the job description carefully and check what tasks will be expected of you. If you've done them before—put them on your CV, even if those weren't your primary responsibilities. See our guide on 'tailoring your CV' for more information (click).

5. Work Experience:
If you do not have relevant or enough work experience, include your awards, a coursework description, extracurricular activities, scholarship etc.

For example:
- Bachelor of Business Administration in Marketing
- Daffodil International University, Dhaka, Bangladesh
- **Relevant Coursework:** Business Communication, Strategic Management, English Language Studies, Grammar and Editing
- **Extracurricular Activities:** Captain of the cricket team

6. Active Verb:
Use active verbs wherever possible. For example, you could include words like 'created', 'analyzed' and 'devised' to present yourself as a person who shows initiative.

7. Spelling:
There should be no spelling or grammar mistakes in your CV. Use a spell checker and enlist a second pair of eyes to check over it. Come see one of our counselors at CDC so that they can help you with this.

8. Misinformation:
Never lie or exaggerate on your CV or job application. Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too.

9. References:
Include the name, designation, organization and contact details of your references at the bottom.

10. Naming of the File:
Save your document as "Your Name- CV", so that it is easy for employers to identify your file.

Thanks