

CV Writing Workshop

Mohammad Ahmadpanah

mohammad.ahmadpanah@chalmers.se

<https://smahmadpanah.github.io>

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What is a Curriculum Vitae? (or Why are you here?)

- Something for **initiating** a conversation with an employer (or a professor) to apply for a **specific** position
- A simple, clear, concise document that ***sells*** you
- Answer the following questions:
 - How could I sell myself?!
 - Can I do that in 30, 40, or at most 70 seconds?
 - How many pages do I need to do so?
 - Should I provide more than one version?
 - Oh, I won the swimming trophy when I was 7. Which section is the best place to bring that thing in my CV?

Are They Different Things?

- CV
 - long, covers your entire career, static
- Résumé
 - short, no particular format rule, highly customizable
- LinkedIn Profile
- GitHub/Stack Overflow/Quora
- Personal Webpage
- ...

Main Structure

- Personal Information
- Education / Research Interests
- Work Experiences
- Skills
- Honors and Awards
- Other Activities (Voluntary, extra curricular,...)
- References
- ...

Personal Information

- Name
- Contact information
 - Phone number [holding music]
 - Email address(es) [e.g. ilikechocolate1375@hotmail.com]
 - Physical address
 - Webpage [You just download my CV from that!]
 - Social media accounts
- Photo? (Eastern Europe/Iran?)
- Age/date of birth? Height? Weight?
- Marital status? Number of children? Their names?
- Nationality? Religion? Political tastes? ...

Education

- High School and University
 - Names
 - Degree
 - Duration [expected]
- GPA
 - Two last semesters
 - Specific/related courses
 - Thesis
 - Supervisor
 - Minor
 - Rank

Work/Research Experiences

- *Recent* and *Related* ones first
- Paid and unpaid jobs (internships/trainings)
 - Company name
 - Job title/position
 - Tasks
 - Impressions (positive, quantified)
 - Duration
 - Reason of leaving (optional)

Skills

- Categorized
 - Languages
 - Programming languages
 - Tools
 - Operating systems, Databases, Typesetting,...
- Proficiency
 - Familiar, Professional, Expert, Creator
- Related and Recent ones
 - Adobe Premiere for an applicant of CS PhD position?
- You will regret if you put items you just heard about!

Interests and Hobbies

- “I jog at park every evening” – who cares?
- Some European and American companies might consider it as positive characteristics,

Only use this section if you’ve had extra space (have you?)

- “Hanging out with friends”
- “Sharing great Tweets”
- “Playing the piano”
- “Huge fan of the Belgium national soccer team”
- “Hiking/climbing”
- ...

Other Activities

- Voluntary work
- Associations/committees
- Online courses
- Audited courses
- Extra curricular activities which make you *uNiQuE!*

References

- List of the **people** who REALLY know you
- Good recommenders (you'd better verify it before!)
- Both in academia and industry
- Name + Affiliation + Contact info
- Think wisely about the order
 - Supervisor
 - Advisor
 - Dean
 - Head of Group
- “Available (up)on Request”?

General Tips

- Do not use unconventional words (Latin, old-fashioned)
- Do not use fancy or complicated words
- Do not use ambiguous words or slangs
 - Be specific, accurate, and tailored
- Use your own language
 - Not subjective
 - Not first or third person sentences
- Use simple and clear fonts
 - English: Times New Roman, Helvetica, Arial, Calibri, Gill Sans, Georgia
 - Persian: B Nazanin, IR Mitra, IRANSans
- Physical paper: just print it on white papers, not colored

General Tips (cont.)

- Use spell checker (Grammarly)
- Proofread it (As many times as you/your friends can!)
 - typos
 - grammar errors
 - same words/verbs multiple times (solution: *power verbs*)
- Name the pdf file with the combination of the first name, last name, date, and “CV” keyword.
- Do not use abbreviated words
 - Unless it is well-known or mentioned earlier in the document

General Tips (cont.)

- Put most relevant and recent items, not everything you have done in your life! (exception: long CV)
- Customize it for each application
 - How do you feel when you get non-specific Nowruz greetings?
- You will be **judged** by the person who read your CV
 - That person is a human!
 - What image of you would be created in their mind?
- Keep some information for the upcoming interview(s)
- Boost your strengths, hide your weaknesses
 - NEVER think about lying!

General Tips (cont.)

- Should be easy to read and skim
- Emphasize the important words
 - Larger size
 - **Bold**
 - *Italic*
 - Underline
- Do not use colors (b/w printers)
- Itemize with bullets
- Use gerunds or past/present sentences without subject
- Do not be too funny! :P

General Tips (cont.)

- Keep it
 - brief! (max. 2-3 pages)
 - updated
 - integrated
 - beautiful
- **Just PDF**
 - Not doc, docx, tex, pages, odt, ...
- Make it in English and Persian (check the requirements)
- **Double-check it before pressing the “send” button**

Power Verbs

- PDFs
- Notes
- <https://www.engvid.com/english-resource/power-verbs-in-english/>

Tweets

- Attached...

Sample CVs

- Attached...

Any Questions?

