CEU Recommended CV and Resume Guidelines for Undergraduate Students

INTRODUCTION

The CEU Career Services Office shares recommended formats for professional CV and Resumes in order to 1) offer students and alumni tools that facilitate the process of CV/Resume preparation and 2) build towards a "branded" CEU CV/Resume style that will eventually be recognized by employers across the globe.

This document and the templates we share under the label "Recommended CV BA" and "Recommended Resume BA" are for professional job and internship searches, not academic job searches, which require an "academic CV". The layout of the recommended Resume is more in line with US resume formats, while the layout of the recommended CV is more in line with European CV formats. Recommendations about content are the same for each document. In our experience, students have successfully used both of these documents in job searches throughout the world.

The templates and guidelines are meant to be useful in a general sense and may not be relevant for all applications. It's important that you take into account guidelines of relevance to specific industries and geographical locations when tailoring and sending out your CV or Resume. It is also important to take into account specific requests related to a specific application, for example that you submit a form instead of a CV/Resume.

Below, you will find guidelines for common CV and Resume content issues, followed by common and specific formatting guidelines for the recommended CV format and the recommended Resume format.

We strongly recommend you limit your CV/Resume to 1-2 pages in length. In some places, for example the United States, it is most common, especially for early-career professionals, to use a 1-page document, and anything longer will stand out. In other places, it's considered normal even for younger professionals to have a document that goes onto 2 pages or even more. Often, even in locations where a longer CV is common, hiring managers will appreciate a CV/Resume that takes up less space than others in the same market, if it is well formatted and concise.

Creating a tailored CV or Resume that showcases your unique mix of skills, knowledge, and experience cannot be reduced to a formula. Deciding what to include – and what to exclude! – is not always simple. Please schedule a career advising session with your Program Liaison from the CEU Career Services Office to discuss questions related to CV or Resume content that are not covered by this document.

CEU RECOMMENDED CV AND RESUME PROJECT – CONTENT GUIDELINES

Three recommended sections

We recommend you divide the information in your CV/Resume into three main sections: **Education**, **Experience**, and **Additional Information**. Frequently, these are the ONLY sections you need on your CV or Resume. For information on possible additional sections, see p. 3.

Order: Sections should be included in this order: Education, Experience, Additional Information. Including the Education section first is a way to showcase the knowledge and skills you are gaining through your CEU education and present this educational experience as a bridge to your next professional experience. If you have questions about this aspect, don't hesitate to discuss with your Program Liaison.

Recommended Sections—Education

Selected coursework: Including specific relevant coursework can be a useful way to tailor your CV or Resume to a specific job or organization. However, this should be a limited number of courses. Decide which courses to include based on the job description or on what you know is sought after by your target employers. 'Selected' means that the list of courses should not exceed 1 or 2 lines maximum (employers will not read more than that). Do not include a complete list of all the courses you are taking or have taken; employers will ask for a transcript if they want to see one.

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GPA: Some students choose to list their GPA or overall cumulative grade as a way of showing academic excellence. This is not always required, but certain employers, especially private sector finance and management consulting firms, will expect to see a GPA, and will use it as a screening tool. If you do include your undergraduate GPA, potential employers will expect to see your high school GPA or result, as well.

Not all higher educational systems use the same grading scales. Speak with Career Services if you have questions about how to represent your overall cumulative grade in a way that will make sense to employers from other countries who are potentially unfamiliar with the grading scale where you studied.

Dates: We recommend you use only the end date (month and year of graduation) for your university experience. For current study at CEU, you can list 'June 2023 (expected)' or 'June 2024 (expected)'.

Year or semester abroad: Students usually list semesters or school years abroad as a bullet point beneath the institution where they were studying when the study abroad took place. So for example, if you spent time abroad during high school, studying in an institution in another country, you could include a bullet point under the school where you received your high school degree that lists the name of the school where you studied during your time abroad, the location, and the dates of the period of study in parentheses. Alternatively, you could create an entire separate entry in the Education section for the time abroad, with a start and end date instead of just the end date. We strongly recommend doing so only if the resume does not appear cramped as a result. Another possible solution for such information is to create a separate "Experience Abroad" sub-section in the Additional Information section.

Study trips abroad: We recommend including a study trip abroad as a bullet under the institution where you were studying when the study trip took place. Alternatively, it could be listed in a separate "Experience Abroad" sub-section in the Additional Information section of the CV.

Listing honors: Students are frequently recipients of multiple academic honors; listing them all can take up a lot of space on the CV/Resume, so sometimes it becomes necessary to leave some out. Choose a select list and include them as a single bullet point.

Listing scholarships: Consider listing merit-based scholarships as a bullet point beneath the relevant educational institution, with the full name of the scholarship and start and end dates in parentheses. This helps the reader focus on the connection between the award received and the degree obtained. Here, too, plan to choose a select list and include them as a single bullet point. We advise against listing monetary amounts of awards.

Two degrees from the same institution: Do not repeat the name of the institution two times. Instead, include both degrees beneath the same heading in reverse chronological order by respective end dates.

High school: We generally recommend that undergraduate students include high school on the CV or Resume. Including specific relevant coursework can be a useful way to tailor your CV or Resume to a specific job or organization. However, this should be a limited number of courses and should not exceed 1 or 2 lines maximum. Do not include a complete list of all the courses you have taken.

Recommended Sections—Experience

Why we suggest you label this section 'Experience' and not 'Professional Experience': Job seekers, especially student job seekers, often obtain crucial skills through unpaid experiences such as volunteering and/or through participation in student groups or by holding leadership positions. Consider these experiences as well when brainstorming CV or Resume content.

Crafting effective bullet points: Use bullets to highlight what you know how to do and the impact you have had on an organization and its work. Use specific details and quantify when possible. Focus on accomplishments and results. The first bullet should ideally include your most significant achievement or the

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skill/strength which you would like to highlight most. Strong bullets go beyond simply listing your tasks and duties.

Bullet point tense: Bullet points should commence with a verb in the simple past tense for finished experiences and with a verb in the simple present tense for ongoing experiences.

Bullet point content: Each bullet point should highlight skills, characteristics or accomplishments that demonstrate your qualifications for the targeted job or internship.

Number of bullets: There is no pre-set "correct" number of bullet points for experiences. The number of bullets per experience should reflect the duration and importance of the experience in terms of your own professional development and should be balanced and logical. For example, it would be odd for a one-month experience to include many more bullet points than a six-year experience or for a four-year experience to have fewer bullets than a short internship.

Listing more than one position with the same employer: If the location stayed the same, do not repeat the name of the institution two times. Instead, include the positions beneath the same heading in reverse chronological order.

If your job or internship is remote, you can include this information next to the job title in parentheses, e.g. "Public Affairs Intern (remote)".

We do not recommend stating whether an internship or job was paid or unpaid.

Recommended Sections—Additional Information

How to use this section: Use this section to emphasize information you feel is pertinent and are not able to include elsewhere on your CV or Resume. Use bolded sub-categories to draw readers to the content covered in these areas. This often includes language skills, technical skills, independent publications, interests, extracurricular activities, community service, etc. When possible, items should refer to specific activities or accomplishments. Feel free to invent subcategories to organize and highlight specific information. Do not use bullet points in this section.

Language proficiency: Instead of stating specific language test scores we recommend using the following adjectives to describe your language proficiency: Native, Fluent, Advanced, Intermediate, and Elementary. Do not overstate your proficiency level! Carefully consider whether it's really in your best interest to list languages in which you have an elementary proficiency. Showing that you have attained a "beginner" or "elementary" level in many languages may communicate that you jump around rather than focus on trying to obtain professional proficiency in a selected group of languages.

IT Skills: In today's job market, most employers expect that individuals studying at a highly ranked international university are able to use MS Office programs. Rather than stating your general knowledge of the MS Office package, it often makes more sense to highlight specific IT knowledge, for example advanced knowledge of Excel or knowledge of specific relevant programming languages.

Leadership and community engagement: You could include sub-sections like Leadership and/or Volunteering (which could also be expressed as Community, Community Engagement, or Community Service) in order to showcase experience in these areas that you do not include in the Experience section of the document. Whether or not you do this and how you use the Experience section and the sub-sections here depends very much on your own experience and how you want to showcase specific things.

Interests: Here, if you wish, you can share something that demonstrates a particular characteristic or plant information that might lead to a bit of targeted small talk in an interview. Think concretely – the name of a sports team and the period of your involvement will speak even more clearly than just stating, "Swimming."

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Don't feel obligated to pack this section with a whole bunch of information, and only include information you would feel comfortable sharing with a prospective employer and discussing with people you have just met.

Personal Information: Use this sub-category when applying for a position in a location where it would be expected for you to share personal information such as citizenship, place of birth, date of birth, etc.

CEU RECOMMENDED CV AND RESUME– FORMATTING REQUIREMENTS

Common CV and Resume Formatting Requirements

Templates: The CEU recommended CV and Resume Templates are provided as word documents. The easiest way to comply with the formatting requirements is to simply replace the example content with your own information. **Length:** 1-2 pages. Depending on your employment goals and experience level, **a one-page resume** is often the most effective tool for communicating your skills.

Reverse chronological order: We recommend reverse chronological order unless you will share the CV or Resume with employers who expect to see the information in chronological order. (This is especially common in German-speaking countries.)

Font: Times New Roman, 12 or 14-point for name in page header, 11- or 12-point for body.

Margins: Between 1 and 2.5 cm. Top and bottom margins and right and left margins should be balanced

Page header: 3 lines with name (14-point font), address, contact information, and nationality (10-point font) right justified

Punctuation: No punctuation at the end of any line

Spacing: Consistent spacing before and after section headers, size ideally minimum 6-point. You can adjust spacing to fit the resume on 1 page, within reason

Use of italics: Only for job titles and academic degrees, words in a language other than English or when listing a publication

Section titles: Left-justified, bold, small caps

Sections: 3 sections: 'Education', 'Experience' and 'Additional Information', in that order.

Resume-Specific Formatting Requirements

Education section: Academic institutions in reverse chronological order, bold, 2 lines
Top line: Academic institution – left-justified, location – right-justified
Bottom line: Degree received – italics and left-justified, date of receipt of degree – right-justified
Date listed as graduation end date: Month Year

Experience section: Employers and job titles in reverse chronological order, bold, 2 lines
Top line: Employer – left-justified, location – right-justified
Bottom line: Job title – italics and left-justified, dates – right-justified
Dates should be listed as a span: Month Year – Month Year

Education and Experience sections: Round bullets, left-aligned, consistent indentation

Additional Information section: Sub-categories are bold and left-justified

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CV-Specific Formatting Requirements

Table: Create a 2-column table (no visible borders) with a row for:
- Each heading (Education, Experience and Additional Information OR Education, Related Experience, Other Experience and Additional Information);
- Each academic institution and employer; and
- The contents of the Additional Information section.

Education section: Academic institutions in reverse chronological order, bold, 3 lines
Top line: Date of receipt of degree – left-justified in the 1st column, academic institution – left-justified in the 2nd column, location – right-justified in the 2nd column
Bottom line: Degree received – italics and left-justified in the 2nd column
Date listed as graduation end date: Month Year

Experience section: Employers and job titles in reverse chronological order, bold, 3 lines
Top line: Dates – left-justified in the 1st column, employer – left-justified in the 2nd column, location – right-justified in the 2nd column
Bottom line: Job title – italics and left-justified in the 2nd column, dates – right-justified in the 2nd column
Dates should be listed as a span: Month Year – Month Year

Education and Experience sections: Round bullets, left-aligned, consistent indentation in the 2nd column

Additional Information section: Sub-categories are bold and left-justified in merged column

CEU RECOMMENDED CV/RESUME – SENDING THE CV OR RESUME OUT

PDF vs. Word: When sending your CV/Resume as part of an application or employment inquiry, submit it as a PDF unless the organization specifies that they want the CV or Resume in Word.

Naming convention: Name your file in a way that makes it easy for the recipient of the CV or Resume to archive it and return to it at a future moment or share it with other colleagues. The file name should always include your surname and the word 'resume' or 'CV,' reference the organization and/or position, and include the date. Many people also include their first name. Recommended naming convention: Surname_Name_CV or Resume_Organization and/or Position_date.