CEU Recommended CV and Resume Guidelines

Introduction

The CEU Career Services Office shares recommended formats for resumes and professional CVs in order to 1) offer students and alumni tools that facilitate the process of resume/CV 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 Resume" and "Recommended CV" are for professional job 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 used both of these documents with success in global job searches, so we recommend you choose the template best suited to your tastes.

The templates and guidelines are meant to be useful in a general sense. It's important that you take into account guidelines of relevance to specific industries and geographical locations when tailoring and sending out your CV/resume as part of a job or internship search. These templates may not be relevant for all possible applications.

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

We strongly recommend you limit your CV/resume to 1-2 pages. Often, even in locations where a longer CV is common, hiring managers will appreciate a CV/resume that takes up less space than others, if it is well formatted and concise.

Creating a tailored CV/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/designated advisor from the CEU Career Services Office to discuss questions related to CV/resume content not covered here.

CEU Recommended CV and Resume – 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/resume. For information on possible additional sections sometimes used, see p. 4.

Order: The sections are included either in this order: Education, Experience, Additional Information OR this order: Experience, Education, Additional Information. CEU students frequently include the Education section first, especially when they wish to show case the knowledge and skills they are gaining through their CEU education and present this educational experience as a bridge to their next professional experience. CEU students sometimes include the Experience section first, most frequently when the professional experience they gained prior to joining CEU is of special relevance for their post-CEU job search. 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/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.

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 GPA in relation to one degree obtained, potential employers will expect to see it for all degrees obtained. • 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 experiences. For current study at CEU, you can list 'June 2018 (expected)' or 'June 2019 (expected)'.

Year abroad and study trips: Students usually list university semesters or school years abroad as a bullet point beneath the degree they were pursuing when the study abroad took place. Sometimes students create a separate entry in the Education section for this sort of study period as a means of further highlighting time spent in a particular location. We strongly recommend doing so only when a degree or certificate was received and only if the CV/resume does not appear cramped as a result. • Some students choose to list a high school year abroad on their CV/resume as a way of highlighting language ability and/or knowledge of a particular country/region. Although students can list their high school as a separate entry in the education section if they received a degree, the recommended placement in this case is in the Additional Information section, as a separate "Experience Abroad" sub-category.

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 students **not** include high school on the CV/resume. There are cases, however, when students choose to do so, for example, students who graduated from a well-known high school with an active alumni network, such as a United World College or a well-known prep school. A space-saving alternative is to include the high school's alumni association in a "Membership" sub-category in the Additional Information section.

Recommended sections – Experience

Why we suggest you label this section 'Experience' and not 'Professional Experience': Job seekers, especially student job seekers, often obtained 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/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 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.

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/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. • No bullet points in this section.

Language proficiency: Do not make the mistake of overstating your proficiency level. Recommended adjectives for language proficiency are: Native, Fluent, Advanced, Intermediate, and Elementary. Carefully consider whether it's really in your best interest to list languages in which you have elementary proficiency.

IT Skills: In today's job market, most employers will expect individuals participating in a graduate program at an international university to be able to use MS Office programs. Rather than highlighting your 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.

Interests or leadership: 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.

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.

Additional Sections

Summary/Professional Objective: Some CEU students and alumni craft a brief summary or professional objective to make clear to potential employers what they seek and what they offer. This is most frequently a useful strategy for individuals with many years of work experience who are making a career transition, although it is sometimes by professionals with very little experience. This brief statement (50-75 words max) should be written in the third person and focus on what the job seeker has to offer in terms of skills and knowledge that are relevant to the potential employer. When used, this section should be the first section in the CV/resume.

Skills Summary: Some CEU students and alumni choose to include a skills summary to help potential employers understand the main skills they offer. This is particularly useful when highlighting specific technical skills such as programming languages. If including a Skills Summary section, it is usually the first or second section of the CV/resume (depending on whether you are also using a Summary / Professional Objective, which should come first).

Relevant Experience/Additional Experience: Sometimes, CEU students and alumni decide to divide the Experience section into two sections: Relevant Experience and Additional Experience. This is usually done in cases when the individual has varied professional experience and wants to highlight that which is most relevant without losing opportunity to highlight the transferrable skills / knowledge gained through other experiences.

CEU Recommended CV and Resume – Formatting Guidelines

Formatting Guidelines Common to Resume and CV

Templates: Opening the word documents provided as examples and simply changing the content of the CEU Recommended Resume Template and the CEU Recommended CV Template may be the easiest way to comply with the formatting requirements.

Length: 1-2 pages. Depending on your employment goals and experience level, **a one-page CV/resume** may actually be the most effective tool for communicating your skills.

Reverse chronological order: We recommend reverse chronological order unless you will be sharing the CV/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 CV/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 OR 4 sections: 'Education', 'Related Experience', 'Other Experience' and 'Additional Information', in that order

Formatting Guidelines Specific to Resume

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

Formatting Guidelines Specific to CV

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 and Resume – Sending Out the CV/Resume

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 resume or CV in Word.

Naming convention: Name your file in a way that makes it easy for the recipient 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_Resume or CV_Organization and/or Position_date.