



CV/RESUME WRITING WORKSHOP

/ Career Services Office

Overview

Objective: communicate your value via your CV

- Employer's Perspective
- CV/Resume Format
- Developing Dynamic Content

Purpose of the CV/resume ?

To get the person reading it interested enough to want to meet you.



To get you to the interview.



Resume vs. Academic CV

Resume/Short CV

- Short version, used for job applications
- Most **relevant education, experience and skills** to suit the specific position
- Introduced by *Cover Letter*

Academic CV

- Long version, for continuing study, scholarship, post-doc
- Academic and work history, publications, conferences, etc.
- Accompanied by *Statement of Purpose*



Opinions are divided....



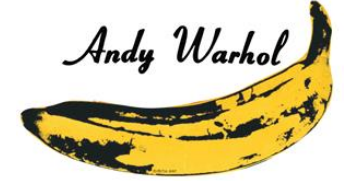
What do you think?

- A resume should always be one page
 - This can be a good goal, but varies depending on experience. It should definitely not exceed one page front & back.
- You should re-write your resume each time you send it out
 - Most positions require some fine-tuning to ensure you are highlighting your most relevant experience, but this doesn't mean re-writing your entire CV/resume.
- Resumes follow the same rules in all cultures and languages
 - Be aware of cultural differences, but aim for a clean, clear, concise international standard
- Recruiters don't have other information about you
 - They may find information on LinkedIn, social media platforms, and through extended networks

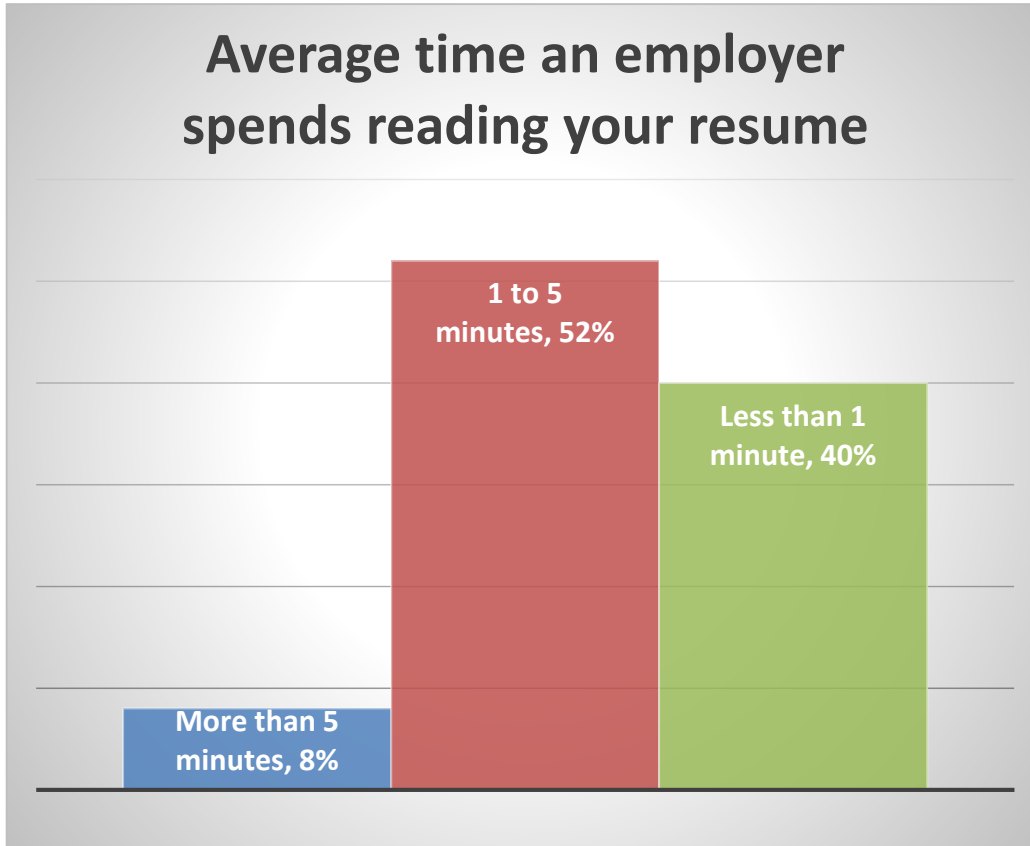
Not EVEN 15 minutes of fame

“In the future
everybody will be world
famous for 15 minutes.”

Andy Warhol



Average time an employer spends reading your resume



- Clear - easy to read format
- No silly mistakes
 - Grammar/spelling
- Awareness of what job requires
 - Highlighting the right experience/skills

Data comes from a 2000/2001 survey of approximately 400 employers at a career fair by the University of Florida Career Resource Center



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Communicating value

What are the **5 things** YOU want to communicate to anyone who looks at your CV/resume?

Take a few minutes and write these out:

- 1) ??
- 2) ??
- 3) ??
- 4) ??
- 5) ??

****Consider your skills, knowledge, interests, and experience.** You should then be able to back these statements up through experience and examples on your CV/resume.

Example:

- 1) Knowledgeable about children's rights issues and trends
- 2) Good at developing/delivering workshops & trainings
- 3) Capable of building strong external partnerships
- 4) Driven to improve programs through assessment and strategic planning
- 5) Proven track record in applying for and securing funding through private and public grants.



What are employers looking for when they review resumes?

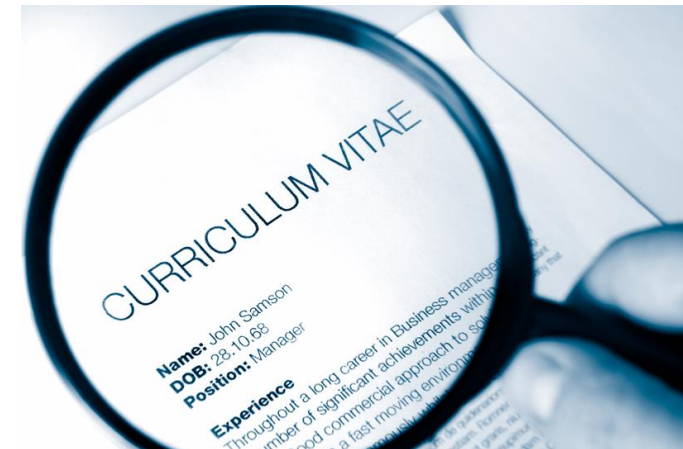
What **can** this person do?

What does this person **know**?

What is this person's **chronology**?

Does this person **fit the team**?

Does this person **want this job**?



Resume/CV basic structure

Three main sections recommended:

- Education
- Experience
 - Can include internships, volunteer work, leadership roles, etc.
- Additional information
 - Languages
 - Technical skills
 - Publications/presentations
 - Leadership/volunteering



Central European University
Master of Public Administration

Budapest, Hungary
June 2015 (expected)

- Concentration: Human Security and Sustainable Development
- Thesis on youth unemployment in natural resource-rich countries
- Selected Coursework: The Political Economy of Oil, Sustaining Growth in Developing Countries
- Skills For Impact Certificate: Training in Leadership, Advocacy, Project Management and Communication

Humboldt University of Berlin

Bachelor of Arts in African/Asian Studies

Berlin, Germany
July 2010

- Thesis on the role of deforestation in escalating the Papua conflict
- Selected Coursework: Culture/Identity advanced course, Methods
- Semester at the University of Surabaya, Indonesia

EXPERIENCE

Global Witness

Graduate Student Consultant, SPP "Passion Project" capstone

Budapest, Hungary
February 2013 – April 2015

- Designed and implemented project incorporating participatory budgeting in managing the gold revenues of Bushenyi District, Uganda as member of 3-person team
- Researched participatory budgeting best practices in Brazil and the Dominican Republic
- Conducted 30 interviews with key informants and a survey involving 200 Bushenyi District residents about their willingness to participate in budgeting, obstacles to participation, and preferred means of communication with the local government

Transparency International (TI) Hungary
Intern

Budapest, Hungary
June 2014 – September 2014

- Designed, planned and implemented program informing over 1000 young people of ways to fight corruption through a "dance against corruption" campaign and social media
- Secured funding from and regularly reported to donors including the embassies of France and the United Kingdom

Revenue Watch Institute (RWI)

Advocacy Officer

- Designed and implemented an information campaign about the Extractive Industries Transparency Initiative (EITI) targeted at local civil society organizations in Borneo, Sulawesi and Sumatra
- Advised the Regional Director in EITI Multi-Stakeholder Group meetings
- Wrote articles about problems with natural resource governance in Indonesia and RWI's work on these problems for the organization's global website

Event Organization Intern

July 2010 – May 2011

- Organized conferences, trainings, and meetings bringing together experts and representatives of local civil society organizations from the Southeast Asia region
- Built and maintained database of over 250 alumni

EURASIA Institute Berlin

Communications Intern

Berlin, Germany
September – December 2009

- Built and maintained the Institute's presence of Facebook and Twitter
- Held information sessions about the Institute at 8 Berlin universities

Humboldt University of Berlin Student Union

Vice-President for International Affairs

Berlin, Germany
August 2008 – January 2009

- Assisted international students in fulfilling administrative requirements and answered questions about student life
- Negotiated the terms of exchange programs with 4 universities in developing countries

ADDITIONAL INFORMATION

EXPERIENCE

June 2014 – September 2014

European Network for National Human Rights Institutions Intern **Brussels, Belgium**

- Collected documentation and drafted reports in support of accreditation process
- Developed materials for use in support of capacity building activities
- Conducted 10 interviews with leaders of national human rights organizations in Europe and drafted report on best practices and lessons learned

February 2011 – July 2013

UNICEF Croatia Fundraising team leader **Zagreb, Croatia**

- Mentored and supported existing and new members of the UNICEF fundraising team
- Conducted trainings and led workshops on topics including UNICEF program and communication skills
- Provided support on partnership development and transmitting UNICEF mission and program activities
- Acquired and transmitted information regarding education on psychological support in crisis situation

Revenue Watch Institute (RWI) Advocacy Officer **Jakarta, Indonesia**

- Designed and implemented an information campaign about the Extractive Industries Transparency Initiative (EITI) targeted at local civil society organizations in Borneo, Sulawesi and Sumatra
- Advised the Regional Director in EITI Multi-Stakeholder Group meetings
- Wrote articles about problems with natural resource governance in Indonesia and RWI's work on these problems for the organization's global website

July 2010 – January 2011

Event Organization Intern

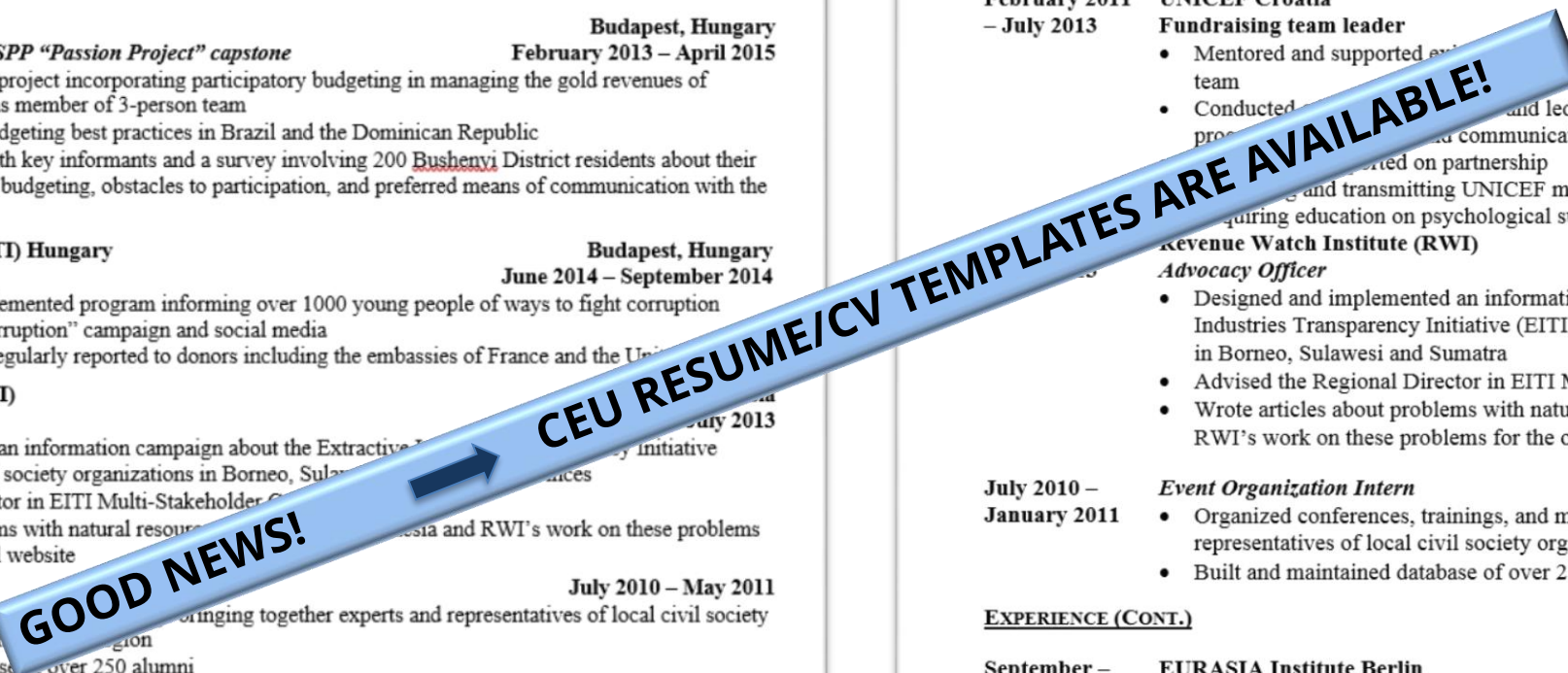
- Organized conferences, trainings, and meetings bringing together experts and representatives of local civil society organizations from the Southeast Asia region
- Built and maintained database of over 250 alumni

EXPERIENCE (CONT.)

September – December 2009

EURASIA Institute Berlin Communications Intern **Berlin, Germany**

- Built and maintained the Institute's presence of Facebook and Twitter. including



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Formatting

- **Dates**, reverse chronological order
- Specify **name of the institution/organization, city, country**
- Highlight skills and experience through bullet points
- Easy-to-read font (not too small, not too big)
- Use **bold** and *italics* to help the reader (not overwhelm)

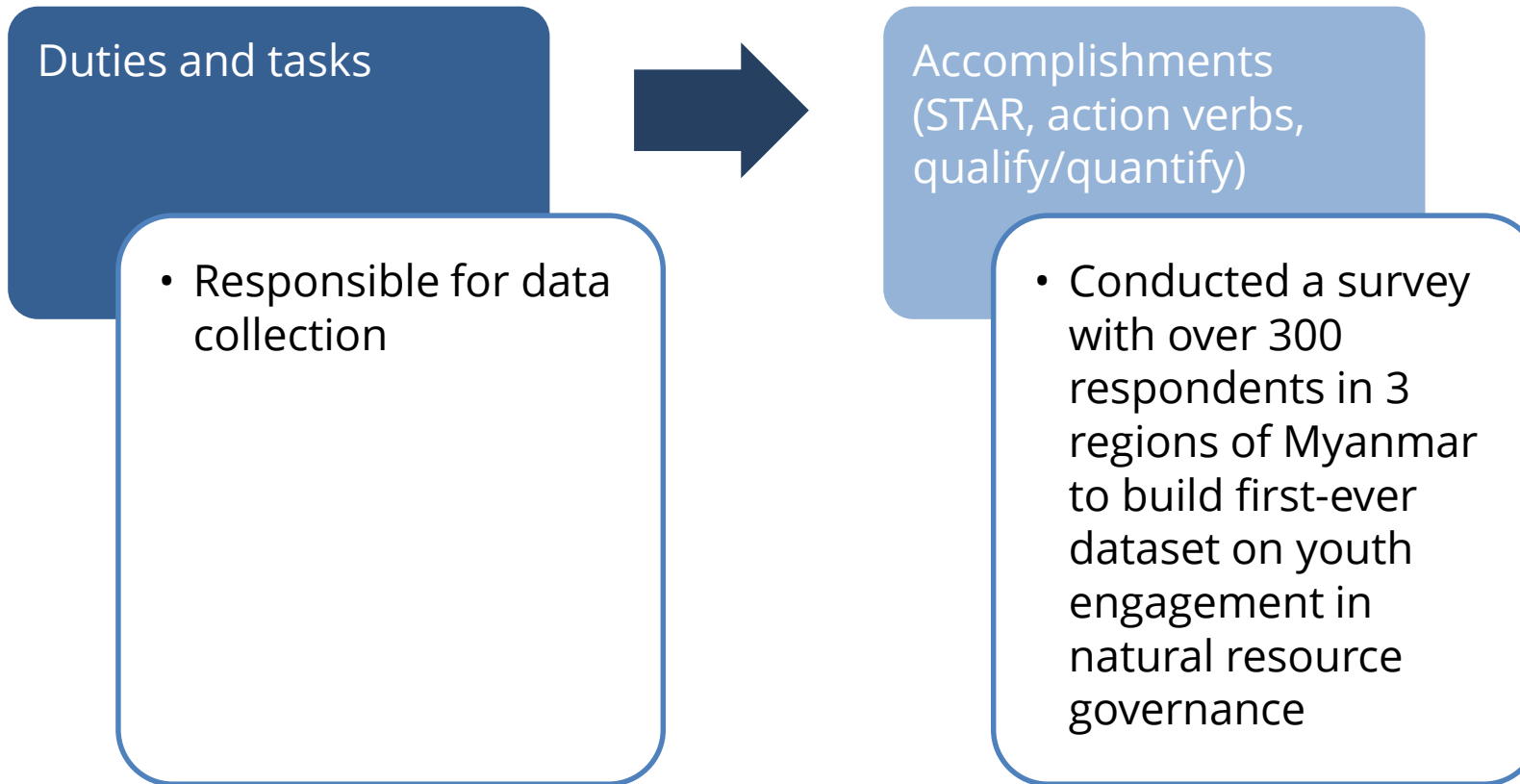
****Check pages 4-5 in CEU 'Recommended Resume and CV Guidelines'**

Dynamic Bullet Points



- Go beyond simply listing your tasks and duties
- Highlight what you know how to do and the impact you've had
 - Specific details
 - Quantify when possible
 - Accomplishments/results (show through examples; don't just list)
 - Focus on those that demonstrate your qualifications for the targeted position
- Nitty-gritty
 - Bullet points should commence with an action verb
 - No defined number of bullets (consider relevance and duration)
 - Current position = present tense, previous positions = past tense

Developing Content



Measurable Achievements

FACTS

- 1) Managed health care training program in Costa Rica
- 2) Assisted in organizing conferences and public events
- 3) Led team of software developers
- 4) Conducted research on the electoral volatility of Turkey

QUANTIFIED AND SUPPORTED BULLET

- Managed health care training program in Costa Rica for 20 local volunteer workers, increasing number of villages covered by 20%
- Coordinated the presentation schedule for four international research conferences and two public symposiums, which included 25 speakers and saw the attendance of over 2,000 people.
- Led team of 6 software developers on a \$2m, 12-month project, meeting deadlines and increasing productivity gains for users by 30%.
- Examined open source reports on violence associated with Turkish elections and conducted phone interviews with over 20 protesters and security personnel.

Consider: Who? Where? How? How many? Impact/result?

Tailor to Specific Jobs (Find the Key Words)

Sample Job Description: *Analyst Research Fellow, GLOBSEC Policy Institute*

Responsibilities

- Collect, **analyse** and interpret **quantitative** and **qualitative data** related to **disinformation** (sources, channels, tools, narratives) and its impact on public opinion in the **CEE region**.
- Assist the Head of programme and other researchers with management and implementation of **large-scale international projects** in the areas of **STRATCOM** with a heavy focus on projects implemented in the **CEE** and **Balkan** region.
- Provide **analytical** support in the areas of interest and participate in discussions on relevant developments in **international relations**.
- Produce **written analytical** outputs (papers, memos, briefs, reports) for **external audience** in both **English and Slovak**.
- **Contribute** to newsletters.
- **Represent** Institute and its research at **international** meetings and conferences.

Qualifications

- Documented experience in **data collection, analysis** and processing is required.
- An MA degree in international relations, political science, social sciences, European studies, economics, or a related area is required.
- Experience in working with **SPSS** or similar **statistical analysis** software is an advantage.
- Documented knowledge of **disinformation**, hybrid threats and **international affairs** is an advantage.
- Experience in **narrative analysis, semantic analysis** is an advantage.
- Experience working **abroad** is an advantage.
- Knowledge of the Slovak language is required.
- Fluency in English (C1 level) is required.