

Profesní životopis

Ing. Pavla Melecká

Curriculum Vitae

- A **Curriculum Vitae**, or **CV** for short, is a **professional** document that summarizes your work history, education, and skills.
- The main purpose of a **CV** is to sell you, as a candidate, to prospective employers.
- When applying for a position, you're going to be asked for a **CV**, coupled with a cover letter.

Curriculum Vitae

CV stands for curriculum vitae

(latin for: course of life).

- In the US, Canada, and Australia, a CV is a document you use for academic purposes. The US academic CV outlines every detail of your scholarly career.
- In other countries, CV is an equivalent of an American *resume*. You use it when you apply for jobs.

How to write a CV

1. Proper order of sections
2. Pick the best CV format
3. Add your contact information the right way
4. Start with a CV personal profile (CV summary or CV objective)
5. List your relevant work experience & key achievements
6. Build your CV education section correctly
7. Put relevant skills that fit the job opening
8. Include additional CV sections to impress the recruiter
9. Organize this all on a professional CV template
10. Complement your CV with a cover letter

1. Proper Order of Sections

- CV Header: Contact Information
- Personal Profile: CV Objective or CV Summary
- Work Experience
- Education
- Skills
- Additional Sections

2. CV Formatting Rules

1. Choose clear, legible fonts

- Standard CV typefaces: Arial, Tahoma, or Helvetica , Times New Roman
- Use 11 to 12 pt font size and single spacing.
- For your name and section titles, pick 14 to 16 pt font size.

2. Be consistent with your CV layout

- Set 1,5 cm margins for all four sides.
- 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.
- Most of the time the CV is going to be printed in black ink on white paper. Too many graphics might make it illegible.

2. CV Formatting Rules

3. Get photos off of your CV

- Unless you're explicitly asked to [include your photograph](#) in the job ad.
- If so—make sure to use a professional looking picture, but not as stiff as an ID photo.

4. Make your CV brief and relevant

- Don't be one of those candidates who think they have to include every single detail about their lives on their CVs.

3. Contact Information

1. Full name
2. Professional title
3. Email address
4. Telephone number
5. LinkedIn profile
6. Home address

Recruiters will use your contact information 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 out of the race.

4. Personal profile

- It is a short, snappy paragraph of 100 words tops that tells the recruiters why *you* are just the candidate they've been looking for.
- Your personal profile will either be a CV objective or a CV summary.

What's the difference?

- A **CV objective shows** what skills you've mastered and how you'd fit in. It's a good choice if you've got little work experience relevant to the job you're trying to get, for example, if you're writing a student CV.
- A **CV summary**, in turn, highlights your career progress and achievements. Use it if you're a seasoned professional and have a lot of experience in your field.

CV Objective - Example

Dependable licensed NMC Registered Nurse trained to work in high-stress environments and stay calm under pressure. Seeking to leverage meticulous record-keeping and analytical skills to help St Francis Hospital with your upcoming challenges.

CV Summary—Example

Passionate **healthcare Project Manager** with 9+ years of experience leading projects in a competitive hospital. Seeking to use **solid organizational and lean management skills** (*your skills*) to raise profitability for **Richmond Royal Hospital** (*the name of the target company and what you hope to do*). At St Thomas', trained **125 employees** in lean principles. **Cut stockroom waste by 52%. Saved £32,000 annually** (*achievements*) through better use of tax deductions.

5. Relevant Work Experience & Key Achievements

- Focus on your measurable, relevant achievements, not just your duties.
- Use action verbs: “created,” “analysed,” “implemented,” not “responsible for creating, analysis and implementation.”
- 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.

5. Relevant Work Experience & Key Achievements

- If you want your CV to impress, add a “key achievement” sub-section. Then, include hard numbers. Don’t say you “significantly increased sales.” Say how much exactly. Numbers pop!
- **Example: Key achievement-** Lead a project team in designing and implementing a comprehensive social media relations strategy for a new line of lifestyle products, grew Facebook fanbase from 0 to 12,000 in 4 months, gained 35,000 Instagram followers in 3 months.

6. Build Your CV Education Section Correctly

- Graduation year (if you're still studying, enter your [expected graduation date](#))
- Your [degree](#)
- Institution name
- [Honors](#) (if applicable)

Example: 2014 B.A. in French
 University of Southampton

B.A. – Bachelor of Arts degree

- [The Bachelor of Arts \(B.A.\)](#) is the most common among undergraduate degrees and usually takes three to four years to complete. It is mainly awarded to students following a programme in the Liberal Arts or in study fields that are covered in Humanities and Social Sciences, such as:
 - [Languages](#)
 - [Communication](#)
 - [Journalism](#)
 - [International Relations](#)
- **Exception: B.A. in the UK** - In the UK, for instance, traditional universities such as [Cambridge](#) or [Oxford](#), Bachelor of Arts degrees refer to all fields of study, including the scientific ones.

Czech University titles

- **A bachelor study programme:**

BcA – Bachelor in field of arts

Bc – Bachelor in other fields

- **A master study programme:**

Mgr. – Master in humanities

MgA. – Master of Arts

Ing. – Engineer in the field of economics, technical sciences and technologies etc.

Ing. Arch. – Engineer Architect

MUDr. Doctor of Medicine

MVDr. Doctor of Veterinary Medicine

School system in the UK

- Nursery school: 2-4 years
- Primary school: 5-10 years
- Secondary school: 11-18 years
- University

School system in the US

- Kindergarten 3 – 6 years
- Elementary school 6/7 – 10 years
- Middle school (junior high school) 11- 13 years
- High school 14 – 18 years
- College

What you study

Silesian University in Opava

Faculty of Public Policies in Opava

Institute of Pedagogical and Psychological
Sciences

*Social Pathology and Prevention Bachelor
Programme*

6. Build Your CV Education Section Correctly

What if you're writing a CV with little or no work experience? What if you've just graduated and are looking for your first full-blown job? If such is the case, you should do two things:

First of all, place your education section above your work experience.

Secondly, elaborate a bit more on your academic experience. **Include, for instance:**

- Your dissertation title
- Favourite fields of study
- Relevant coursework
- Your best achievements
- Extracurricular academic activities.

7. Put Relevant Skills that Fit the Job Opening

- When it comes to skills for a CV, one issue is more important than any other: relevance. The skills you decide to include on your CV have to be *relevant* to the job you're trying to get.
- **Tip:** When you list your skills, add a short description of each to indicate your level of proficiency. For example "Excellent," "Advanced," or "Basic."

7. Put Relevant Skills that Fit the Job Opening

It is a good idea to divide your skills into three sections:

1. Soft skills:

- Effective communication skills.
- **Teamwork.**
- Dependability
- **Adaptability**
- Conflict resolution
- Flexibility
- Leadership
- **Problem-solving**
- **Organization skills**
- **Creativity**
- **Speed**

2. Hard skills:

MS Office

Learning product knowledge

Salesforce

Data Analysis

Certifications and Licenses

Marketing

Project **Management**

Design

3. Languages

8. Include Additional CV Sections to Impress the Recruiter

- On your CV, include an additional section in which you show off your unquestionable triumphs: things that prove your value as a candidate.
- Sample CV Additional Sections:
 - Industry awards
 - Professional certifications
 - Publications
 - Professional affiliations
 - Conferences attended
 - Additional training

9. Organise it all on a professional CV template

- There are hundreds of ready, [fill-in-the-blanks CV templates](#) available online

E. g.: <https://zety.com/cv-templates>

10. Complement Your CV with a Cover Letter

- Most people hate writing cover letters for CVs because they are clueless about how to write them properly. And writing great cover letters is much easier than it seems.
- An email cover letter is a short message explaining why you're submitting your resume and how your expertise makes you the right candidate. It adds a personal touch to your application. A cover letter email is shorter than a standard letter and is sent in the form of an email itself, not as an attachment.

Email Cover Letter - Subject

Make the most of it. In the subject line for an email cover letter with a resume, include:

- Who you are,
- That you're applying for a job,
- The position,
- The company name,
- Job ID (if applicable).

E. g.: Senior Software Engineer Seeks Software Development Team Lead Position with XYZ (ID: 123436284)

Email Cover Letter - Greeting

- The best way to start your email cover letter is with “Dear” + the hiring manager’s name.
- Personalization will make the hiring manager feel like they’re reading something made *specifically* for them.
- **Tip:** Don’t know the name? Go with “Dear [Team Name] Hiring Manager,” or “Dear [Team Name] Hiring Team,”
For instance: “Dear Customer Service Hiring Manager” or “Dear Project Management Hiring Team.”
The two greetings you *have to* avoid are: “To Whom It May Concern,” and “Dear Sir or Madam.”

Email Cover Letter - Body

- Main Paragraph: Relevance is key - You're not applying for *a* job. You're applying for *this* job.
- For the hiring manager, it doesn't matter how great your career has been so far. What matters is how you can help the company with their upcoming tasks and challenges.

Show that in your email cover letter body:

- Read the job description carefully, identify what your responsibilities will be.
- Then, research the company online, try to find out what projects they're running or plan to launch in the future.
- Outline your professional achievements that can translate into success in your prospective role.
- Highlight what you have to offer.

Email Cover Letter – Sign-off

- Sample email cover letter sign-offs:

Thank you,

Best regards,

Kind regards,

Sincerely,

With best regards.

- **Pro Tip:** Under your sign-off, put the necessary contact information, such as your LinkedIn profile, email address, and telephone number. To save yourself the effort of adding them every time you send an email covering letter, you can include them automatically in the footer of your email. You can also include a digital copy of your handwritten signature. It will add a nice, professional touch.