

Preparing your Curriculum Vitae

From the employer's point of view your curriculum vitae (CV) is a document, which allows them to quickly assess your potential benefit for the organisation, meaning whether you will be able to complete your future work, adapt to the organisation and the team, whether you are motivated for your future job, employers when seeking for main information in your CV glance at it for a few seconds.

Therefore Your CV has to be:

- Clear;
- Concise;
- Visually appealing;
- Highlighting the essential information significant for the position you are applying for.

When preparing your CV it is important to clarify what information should be highlighted, what kind of information should be added and what should be left out. Therefore, prior to writing your CV ask yourself:

What experience, skills and personal qualities that You have can be beneficial in the position you are applying for? How are you better than other candidates?

Your CV:

- Must be laid out simply and clearly, stating your education, work experience, knowledge, skills and interests.
- Every CV has to be prepared a new and oriented towards the specific position you are applying for. Covering information which is essential for the organisation (CV – is not your life story!).
- Information should be provided in a structured and consistent manner. Information about education, work experience etc. is provided in reverse chronological order (the most recent experience at the top, the oldest at the bottom).
- Only strong aspects of the candidate are presented. CV should be honest, without “improved” experience, qualifications etc., the information can be easily checked after all.
- We recommend using not only qualitative but also quantitative information (wins, achievements and how many of them). Also use active forms of expressions, like: “I lead”, “I organised”, “I planned”, “I evaluated”.
- The text should be style and grammar error free, in a single font, equally spaced.
- Recommended size of the CV – 1 page (in exceptional circumstances up to 2 pages).
- If you are sending your CV via email, send it from a formal e-mail address, in .pdf format, titling it clearly (e.g. Name.Surname_CV.pdf).

ALL OF YOUR WORK EXPERIENCE CAN BE VALUABLE

In Your CV it is the work experience which is related to the position you are applying for that is highlighted. If you do not have specific work experience, but have gathered other work experience – it can be valuable. It is important to distinguish the competences acquired which will be beneficial, valuable in your new position, even if they are not directly related. If you changed your places of employment frequently you must state why.

CV preparation sample

THEY GREET YOU ACCORDING TO YOUR APPEARANCE

If you are adding a photo to your CV, it must look professional.

Name Surname
 Telephone number
 E-mail (formal)
 Address
 Date of birth

PHOTO

EXPERIENCE IS IMPORTANT EVEN IF YOU WERE NOT FINANCIALLY REWARDED

Volunteering activities and additional practice – is very important information (particularly if you have no work experience), which shows that you are a motivated and active person. Highlight the most the practical experience, which is related to the position you are applying for.

EDUCATION

Period of time
 (2016 – 2020)

Lithuanian University of Health Sciences, Specialty, Degree
Modules related to the position applied for
Awards, participation in competitions etc.
E.g. Rector's award for participation in ... project (09 2015)

WORK/ PRACTICE EXPERIENCE

Period of time

Employer, position at employment
 Duties:
E.g. distribution of produce in Lithuania, advertising strategy, communication with clients and search for potential clients.

03 2019 – 09 2019

Volunteering organisation, volunteer/coordinator
 Activities completed and duties:

PERSONAL SKILLS

Languages

Mother tongue/First language – Lithuanian.

Other languages

The table marks the levels of ability. If you are writing down your abilities with specific codes (E.g. B2, C1...), then please provide the meaning of those codes under the table.

Language	Listening	Speaking	Reading	Writing

Communication skills

Present your communication skills and your volunteer membership in organisations in a structured manner. For example:

- I am active and communicative, I gained the communication skills by volunteering at XXX organisation.
- Participation in international projects and work with different teams taught you to adapt easily to different people and work teams.

Organising skills

State it in a structured manner. For example:

- In 2013 whilst working at XYZ. It had to not only find the suppliers, negotiate produce and prices with them etc., but also to create an online shop in Estonia and to increase the volume of sales in Latvia. This experience has taught me time management skills (not just my own, but also of the whole team).
- In 2014 I successfully coordinated the team work in preparation and delivery of the “Ask the Student” event.

Computer literacy

Name computer software which you know how to use or are a competent user of
 Competent user of MS Office, Adobe Illustrator
 Beginner user of – Photoshop, Corel Draw

Driving licence

Driving licence – Category B, since 2012

ADDITIONAL INFORMATION

State dates, organisers
 Publications;
 Research papers;
 Participation in projects;
 Conferences.

ATTACHMENTS

Not required. State what you are attaching to the CV.
 Copies of degrees, certificates, memberships in organisations.
 References; Personal Statement.

BE UNIQUE

Write about those abilities and personal skills, which you are a master of. Write only the positive ones and those which are important in the position you are applying for. Justify, in what kind of activities these qualities manifested, where you acquired or developed your skills – this way you will add weight to your words.

WRITE YOUR CV IN REFLECTION TO THE NATURE OF THE JOB YOU ARE APPLYING FOR

In some employment positions having your own car might be an advantage (if the nature of work demands you to work in multiple locations).



LIETUVOS SVEIKATOS
MOKSLŲ UNIVERSITETO
KARJEROS
CENTRAS

If You:

- ·Would like us to review your CV (or other documents) and provide you with feedback before you send it off to potential employers?
- ·Have questions about preparation of documents for your job search?
- ·Would like personal consultation regarding resolving career related issues?

Then get in touch:

E-mail: enrika.ragainyte@ismu.lt

Tel. no.: 865 971 671

*Time and date of consultation are arranged personally.