

RDI CV / Resume Guide

Summary:

- ❖ Resume, one single page, word processed
- ❖ CV (Curriculum Vitae), two pages depending on career experience
- ❖ Free of typing mistakes and formatting discrepancies
- ❖ Personal summary statement (2-3 lines)
- ❖ Work Experience section bulleted list of current and previous experience
- ❖ Education section bulleted list of qualifications
- ❖ Skills section details your tangible skills, include some personal information
- ❖ References are usually given in CVs but not in resumes, usually 2-3 including name, position and contact information
- ❖ Additional sections for CVs – awards, achievements, scholarships, personal hobbies/interests

Introduction:

In the global business environment there are CVs and there are resumes, they vary slightly and consequently deliver a different message. Let's first look at resumes, which is the type of document most common in North America and around the world for US companies.

CV / Resume Overview:

Resumes are compact, concise summaries of someone's professional career contained within one single page. They are functional documents and aim to utilise the space in the most efficient way possible in order to maximise the information contained within the single page.

In the 21st century there is no other format other than word processed, and crucially the entire document should be free of all typing mistakes and formatting discrepancies. Be sure to check thoroughly every single word, it does not matter if you have the best work experience, typos have excluded candidates immediately from our searches in the past.

You should start with the most important basic information: Full name, contact details (telephone, mobile, email, address). This should be followed with a personal summary, which is the answer to the interview question "please introduce yourself and work experience" in a condensed form. Ideally 2-3 lines summarising your specialities and unique experience. This should be carefully considered as it is read first and forms the first impression of your profile



by the recipient. It can be tailored to the role which you are applying for to highlight certain strengths, but avoid statements like "Would like to work for Company X because..." this is not professional and is best saved for face-to-face interview.

The main body of the document should be the 'Work Experience' section. This should be a bulleted list of current and previous experience, detailing the company name, location, duration and the most valuable experiences or major achievements.

Start with the most recent and work chronologically back in time. If possible make each bullet tangible by stating exactly by how much you increased profit, customer satisfaction, sales volume etc. If possible start each bullet with a clear, positive, expressive adjective e.g. managed, created, delivered, developed etc.

Following work experience should be another section with the title 'Education'. If you have a series of major pieces of education (graduate level and beyond) you can consider arranging chronologically, otherwise arrange by most comprehensive first. Thereafter add the less comprehensive pieces of education. Include results, grades, levels achieved where possible.

The last main section should include some personal information and outline skills. In this section you should detail the tangible skills which you have such as computer programming, project management, copywriting, management, procurement etc. As above be specific as possible, include certifications and/or examples of actual experience. Finally you can include personal interests, some differentiating factor of you, something that you are passionate about, keep it concise and avoid statements such as 'socialising with friends' as this is something that everyone who is seeking a professional career has and does not show any particular positive aspect of you.

CV / Resume Main Differences:

Overall main difference between CVs and resumes is the length and level of detail, where CVs elaborate more. Additional sections for CVs can be references, ideally 2-3 former managers, mentors or professors. Information included should be the name, position and contact information of each referrer. Also, sections detailing awards, scholarships and achievements can be added, essentially a CV is your entire profile whereas a resume is a succinct summary with a defined job oriented objective.

Conclusion:

If you are a candidate we hope that you have found this guide useful. All candidates who are put forward to interview by RDI receive support and assistance on optimising your CV / resume. RDI is passionate about people and we apply our experience to try to match the right person to the right job by being creative and insightful and always putting the customer first.

Thank you for downloading this RDI guide. You may find other useful guides for download on rdiuk.com, we hope that if you have not yet already that you will send your CV / Resume to us at: nextstep@rdiuk.com