

CV WRITING

Terms:

Curriculum vitae (90 % call it CV "see vee")

Resumé (AE only)

Vita (Norwegian only)

PURPOSE

- Match your skills to the job advertised
- Persuade an employer that you are worth interviewing
- Marketing tool to sell you

***75 % of all CVs never get off the desk of the recruitment staff
(UK Association of Graduate Recruiters)***

APPEARANCE

- Language to use - handwritten or not?
- Avoid colour, photocopying problems
- Try to fill the page or pages (2-page maximum)
- Experiment with fonts - 10 second scan
- If it is to be sent by e-mail, test appearance on another browser

TYPES OF CVs

Functional CV

The European CV (in 13 languages including Norwegian) is based on the functional CV, see

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

Organized by skills and qualities

Match your CV to the advertised job, stress the skills required and your strengths

Use headings, such as:

"Personal information"

"Work experience"

"Education and training"

"Personal skills"

"Languages"

"Organizational skills"

"Technical skills" "Artistic skills"

"References"

A CV should be as concise as possible, and limited to one or maximum two pages

Personal information

Name: Olsen, Arne (on both pages of the CV)
Anne Olsen

Sex: Male/female (if there could be any doubt)

Address: Home **Term** (give dates)

Phone:

E-mail: stud.ntnu.no (john.superstud@aol.com)

Home page: (respectable and serious?)

Date of birth: (see writing dates)

Compress this information

Work experience

Start with the most recent activities

Tailor this section to each job you apply for

Use complete sentences and active constructions

"became proficient in..."

"gained experience in"

"acquired skills in..."

"responsible for...",

"conducted research in..."

"in charge of..."

Explain gaps

1999 to 2000 Compulsory military service / compulsory civilian service

2006 to 2008 Unemployed, used this time for retraining (IT courses)

Experience" section is similar to the **chronological CV** but lists the most relevant periods of your career first.

Education and training

Start with your most recent degree

(English names for institutions/-departments are on the Internet)

Explain grading systems

(on a scale from A to E, with A as the highest passing grade)

Upper Secondary School

(General Studies/Natural Sciences)

(on a scale from 1 to 6, with 6 as the highest passing grade)

Personal skills

Written in complete sentences

Language skills

Norwegian – native language, English – excellent,

Danish, Swedish – good; French – basic

Organizational skills

Use active constructions, such as:

"Responsible chemical engineer with good organizational skills (give examples). The ability to work independently (give examples), and successful experience of working in a project team (give examples). Strong background in IT (see Skills), matched by three years of international experience in (country) working for (name) - a leading software company".

Choose positive language

(your level of expertise)

competent in

skilled in

qualified in

specialized in

(your type of expertise)

practical

theoretical

analytical

responsible

successful

articulate

informed

diplomatic

(your outlook on life)

adaptable

flexible

versatile

enterprising

innovative

initiative

positive

enthusiastic

Technical skills

List your skills that are relevant to the job advert.:

"Biotechnology, specializing in...;

IT skills, Programming experience in C++, desktop publishing Say what you have done – no one else will do this.

Other skills - Interests

These say a lot about you. Say what you can do, no one else will do it:

– sport

(Healthy, well trained)

– leisure (skiing, snowboard)

(Healthy, well trained)

– politics

(Engaged, aware)

– developing countries

(Engaged, generous)

– achievements

(Stamina, determined)

Prepare Q & A at interview

(Include press clippings etc. in your skills portfolio)

References (only include if requested)

One academic and one personal

Check that they agree (may have to write a letter, phone call)

Otherwise, bring names and contact details to interview

NOT: *Jon Olsen, Bygg, NTNU*

USE:

**Professor Jon Olsen,
Department of Structural Engineering,
Norwegian University of Science and Technology
NO-7491 Trondheim
Norway
Phone +47 73 59 XX XX
Mobile +47 920 XX XXX
Fax +47 73 59 XX XX
Email: jon.olsen@bygg.ntnu.no**

**Expect to be asked to give the names of references in the interview
(shows that you have PMA - positive mental attitude)**

Some common problem words, Norwegian to English:

Amanuensis	- Assistant Professor
* Første-	- Associate Professor
* Professor 2	- Adjunct Professor
Diplom	- Diploma thesis
Eksamen	- Exam
* bestå-	- pass
* stryke -	- fail
Ekskursjon	- Excursion
* kontinuasjon -	- Supplementary exam
Fag	- Subject
* frivillig -	- optional
* obligatorisk	- compulsory
* valg -	- elective
Fagkombinasjon	- Combination of subjects
Fakultet	- Faculty
* Institutt	- Department
* Gruppe	- Section
Forelesning	- Lecture
Gruppearbeid	- Group work
Karakter	- Grade
Karakterutskrift	- Transcript
Opptakskrav	- Entrance requirements
Praksis	- Industrial experience
Prosjektoppgave	- Project work
Semesteroppgave	- Term assignment
Siv. ing.	- Siv. eng. (MSc)
* Dr. ing.	- Dr. eng.
* Dr. techn.	- Dr. techn.
Sommerjobb	- Vacation work
Studieretning	- Area of specialization
Studieplan	- Curriculum
Studentutvalg	- Student union
Stud. ass.	- Assistant student teacher
Tillitsvalgt	- Honorary position
Veileder	- Supervisor
Videregående skole	- Upper Secondary School
Vit. ass.	- Assistant lecturer
Vitnemål	- Certificate
øving	- Exercise
Grunnfag	- Foundation course
Mellomfagstillegg	- Intermediate course supplement
Hovedfag	- Graduate study / Graduate subject
Hovedfagsoppgave	- Thesis