



# CAREER GUIDE WORKSHOP

## CV TRAINING

*Building a Professional  
CV that **Stands Out***

By: Twum O. Obed

DIRECTOR OF PURPOSE PUBLICATIONS UNITED KINGDOM



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**A**



**B**



**A**



**B**

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# What is a CV



# What is a CV

A CV, or curriculum vitae, is a detailed document that summarizes a person's career, education, and **accomplishments**.



# CV vs. Résumé

A CV, is a detailed document that outlines your **entire academic and professional history**. It includes information like education, work experience, skills, publications, awards, and other achievements. CVs are typically longer, often **2-3 pages or more**

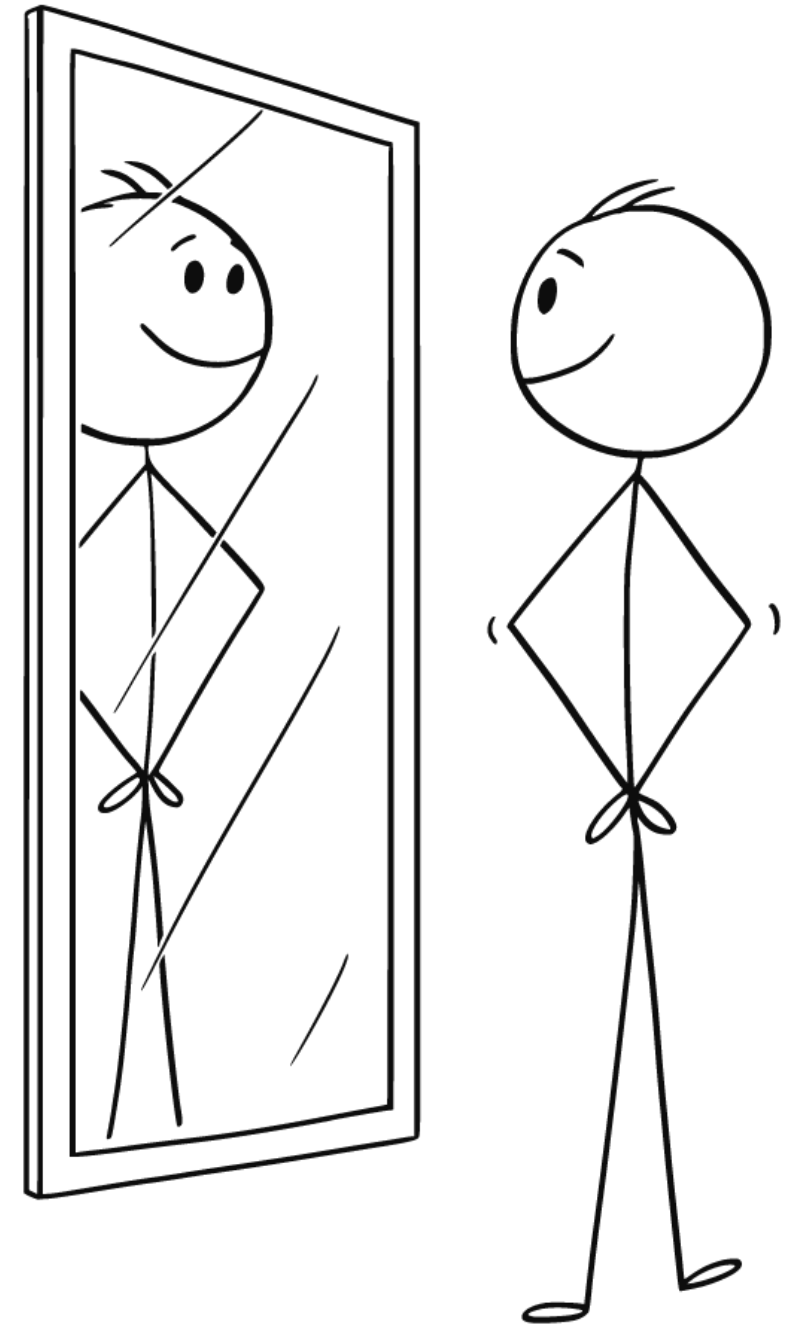
A resume, on the other hand, is a shorter, more concise document that highlights **your most relevant experiences and skills** tailored to a specific job. resumes are usually **1-2 pages**.

In the U.S. and Canada, resumes are more common for job applications, whereas in Europe, the Middle East, **Africa**, and Asia, a CV is commonly used.



A **CV** is like your **other self**, representing you in your **absence**. It stands before **employers, visa officers, admissions committees, and scholarship boards**, advocating for you.

It demonstrates why you are the **ideal candidate** to be called for an **interview**, granted a **visa**, awarded a **scholarship**, or selected for the **job** you are pursuing. It justifies your **qualifications, achievements, and potential**, highlighting what sets you apart.



# Types of CVs

- **Chronological CV:** Focus on work history.
- **Functional CV:** Focus on skills.
- **Academic CV:** For scholarships/research.
- **Combination CV:** Mix of skills and experience.

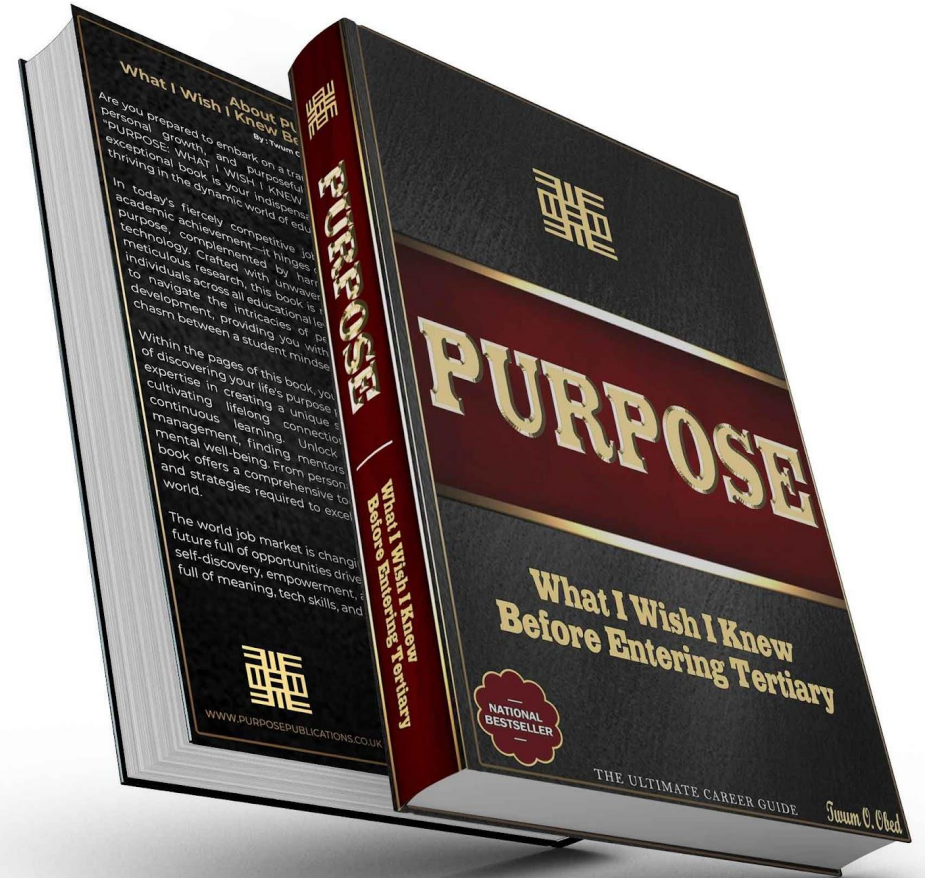


# WRITING IMPACTFUL CV



**5mins Break**

# Follow US



# Dos and Don'ts of CV Writing

Dos	Don'ts
1. <b>Tailor your CV</b> for each job, scholarship, or role you apply for.	1. <b>Don't use one generic CV</b> for all applications.
2. <b>Highlight achievements</b> with measurable results (e.g., increased sales by 20%).	2. <b>Don't exaggerate or lie</b> about your skills, qualifications, or experience.
3. <b>Use professional fonts</b> like Arial or Times New Roman, size 10–12.	3. <b>Don't use unprofessional fonts</b> (e.g., Comic Sans or decorative styles).
4. <b>Keep it concise:</b> 1–2 pages unless it's an academic CV.	4. <b>Don't overload your CV</b> with unnecessary information.
5. <b>Include contact information:</b> name, email, and phone (professional email only).	5. <b>Don't include sensitive personal details</b> (e.g., marital status, religion).
6. <b>Use strong action verbs</b> like "achieved," "developed," and "led."	6. <b>Don't use passive phrases</b> or vague descriptions (e.g., "Responsible for...").
7. <b>Organize sections clearly</b> with headings like Education, Skills, and Experience.	7. <b>Don't create a cluttered layout</b> with inconsistent formatting.
8. <b>Proofread</b> for spelling, grammar, and formatting errors.	8. <b>Don't submit a CV with typos</b> or unpolished sections.
9. <b>Add relevant skills</b> like technical, leadership, or language proficiencies.	9. <b>Don't include irrelevant skills</b> that don't match the job requirements.
10. <b>Include professional references</b> or state "Available upon request."	10. <b>Don't use family members</b> or unprofessional references.

# Cover Letters

## What is a Cover Letter?

- A letter sent with your CV
- Explains why you are the best fit for the opportunity

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# — . Join the Team

- Be part of a community shaping lives.
- Opportunities to develop skills and network.
- Sign up today to volunteer!



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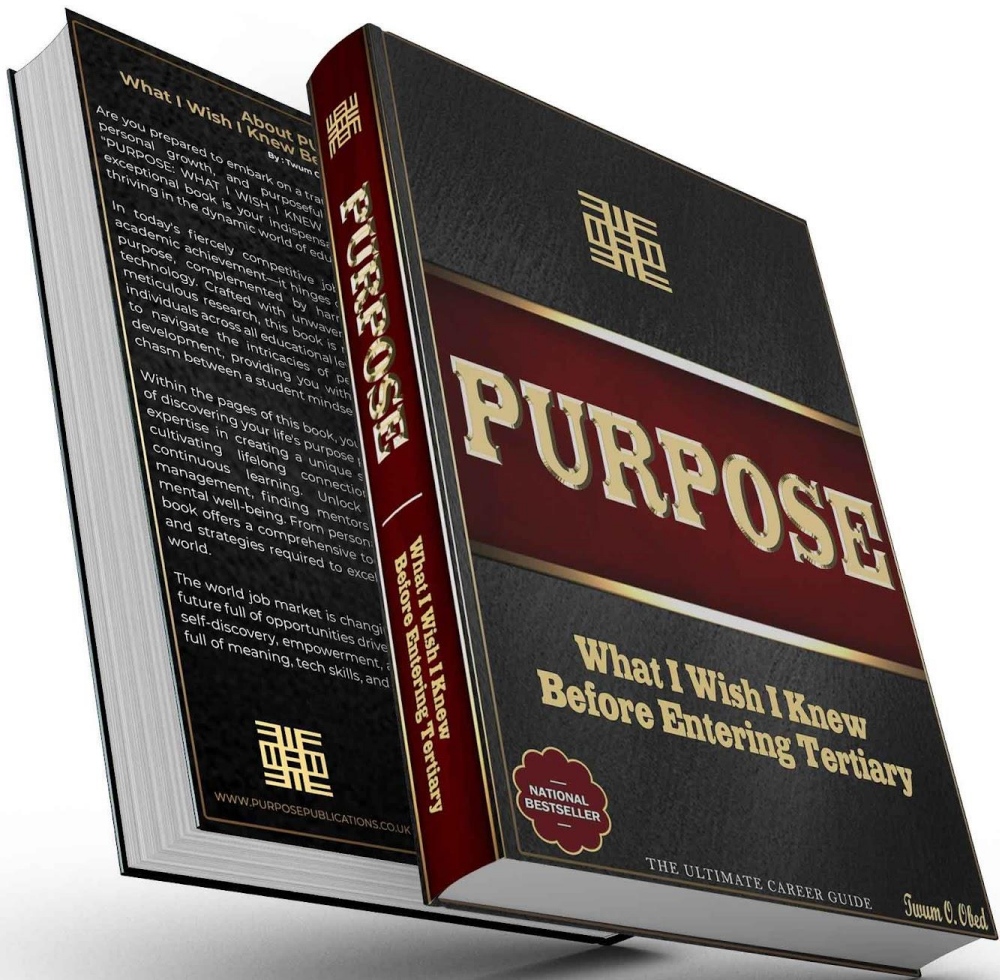
# Thank You!

Call [233201117273](tel:233201117273)

Stay inspired, stay purposeful!







Thank you!

