

PBI 1012 English for Professional Purposes

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5. Curriculum Vitae (CV) Organisation Guide – Fresh Graduate

Header

The header of the CV usually contains personal particulars such as the name of the applicant, home address and or campus address, telephone number, and email address. Passport sized photo may be included if required.

Career goal/objective

The function of the career objective statement is to inform the prospective employers of the applicant's career plans or intentions. The statement should be convincing and inform a potential employer of: (1) what the applicant can do; (2) the scope of the applicant's expertise; and (3) how the organization can benefit from the applicant.

Some people prefer to use Summary of qualification but this is optional and more relevant to resumes.

Personal Particulars

This is optional and may include other relevant information such as date of birth, gender, marital status, identity card number, religious information, etc. if required by the advertisement.

Education and academic background

Information on applicant's educational or academic background is provided here. Usually presented from the latest to the oldest or the highest to the lowest. Qualifications may include university, college, matriculation, STPM, or SPM; and should include the name of institutions, dates, degree completed, and specific results such CGPA.

If applicant is still studying, should indicate year studies started and expected to end with a note 'In progress'; and provide 'Expected CGPA'.

Extra-curricular Activities

Helps ascertain soft skills and interpersonal skills mastery in an applicant.

Begin with the name of the organisation or activity, position held; and then describe the responsibilities and accomplishments using action verbs. May include awards received (if any).

Working experience

List all periods of employment starting with the most recent one.

Begin with job titles, then employers and dates, specific duties and tasks performed.

Describe a work or job accomplishment(s) for the job mentioned using action verbs.

Mere listing of job experience does not carry much impact compared to with description.

For fresh graduates without any work experience, please list the industrial training or internship as experience and include the information mentioned above.

Skills and Interests

Preferably relevant to job requirements. May relate to language, software, hardware knowledge, interpersonal communication and management skills etc.



Achievements and awards

Begin with the date and awards received, its level and purpose of the award.
You may also describe accomplishments or achievements using verbs.

References:

Must list at least two references with at least one from the latest or highest educational institution. Must include name, position, postal address, email address and contact number of referee.

