

Résumé/Curriculum vitae

Introduction:

A résumé, also known as a curriculum vitae (CV), is a document that provides a summary of a person's education, work experience, skills, and other relevant qualifications. It is typically used by job seekers to apply for employment opportunities.

The purpose of a résumé is to present a concise and well-organized overview of an individual's background and abilities to potential employers. It serves as a marketing tool, showcasing the individual's qualifications and highlighting their suitability for a particular job or industry.

Here's a more detailed breakdown of what should be included in a résumé:

1. Contact Information:

- Full Name: Place your full legal name at the top of the résumé.
- Mailing Address: Include your complete address.
- Phone Number: Provide a phone number where employers can reach you.
- Email Address: Use a professional email address.
- Professional Social Media Profiles: Optionally, include links to your LinkedIn or relevant professional profiles.

2. Professional Summary/Objective Statement:

- This section provides a brief overview of your career goals, skills, and experience.
- Highlight your key qualifications and what you can bring to the role.
- Tailor your summary/objective statement to match the job you're applying for.

3. Education:

- List your educational background in reverse chronological order.
- Include the name of the institution, degree earned, field of study, dates of attendance, and any relevant academic honors or awards.