

A long, multi-page resume is called a Curriculum Vitae (CV). You should use a CV in professional industries such as "medicine, law, education, science, and media (television, film, etc.)". The resume as a very important part of your job search.

A well written, up-to-date and accurate resume is one of several invaluable tools at the core of a successful job search. Your resume can be used to apply for advertised jobs, to send to employers you discover through research and networking, to submit for on-campus recruiting opportunities, to distribute while talking with recruiters at job fairs and employer information sessions, and to assist those who will provide you with a professional reference or recommendation by detailing your strengths. The resume describe your qualifications by summarizing your experience, education and skills, with the goal of eliciting an interview invitation or otherwise having a positive impact on its recipient.

Most CVs can be improved by a greater attention to the language and grammar you use. CV and application form writing is an art. It is one you can learn with a bit of perseverance and a good dictionary and thesaurus! Here are some golden rules.

First golden rule.

Use a confident tone and positive language. Use positive words to start each sentence, such as initiated, improved, introduced, developed, negotiated, established, created, pioneered, delivered, increased, reduced, saved etc. This also helps to ensure that you're substantiating your skills with hard evidence.

Second golden rule

Keep your CV to a maximum of two pages. There are no absolute rules but, in general, CV should cover no more than two sides of A4 paper. Only very senior, experienced executives have more to say. However, you should not leave out important items, or crowd your text too closely together in order to fit it onto that single side. Academic and technical CVs may be much longer: up to 4 or 5 sides.

Third golden rule

Encourage the employer to read on ensure that you put your most salient points on the first page of the CV to include your greatest successes and achievements and proven examples of how you have used your skills to benefit the companies you have worked for.

Fourth golden rule

Be honest although a CV does allow you to omit details (such as exam resits) which you would prefer the employer not to know about, you should never give inaccurate or misleading information. CVs are not legal documents and you can't be held liable for anything within, but if a recruiter picks up a suggestion of falsehoods you will be rapidly rejected. An application form which you have signed to confirm that the contents are true is however a legal document and forms part of your contract of employment if you are recruited.

Fifth golden rule

CHECK IT! CHECK IT! CHECK IT! Spelling and grammatical errors can be overlooked easily in a CV. It is essential to check it yourself several times and ask someone else to proof read it for you.

Sixth golden rule

While writing about your interests try to avoid such expressions like reading, cinema, playing computer games, nature . Use more detailed description of your hobby, for example:

Cinema: member of the University Film-Making Society
Travel: travelled through Europe by train this summer in a group of four people, visiting historic sites and practicing my French and Italian
Reading: helped younger pupils with reading difficulties at school.

In contrast to golden rules, we can present some "don'ts rules":

First dark rule

Never back a CV - each page should be on a separate sheet of paper. It's a good idea to put your name in the footer area so that it appears on each sheet.

Second dark rule

Do not get too much creativity. Don't use elaborate fonts and colors to make your CV stand out. The more gimmicky you make your CV using different shapes and pictures, the more off-putting it will be to an employer. It will also make it more difficult to upload to some job searching site.

Third dark rule

Do not write in clichés. Phrases such as 'I am a highly motivated individual who works well on my own or in a team, with exceptional communication skills and the ability to work under pressure to produce results under tight deadlines' are dull and the employer has heard them all before. Make yourself stand out with carefully worded phrasing that is factual and captures the employer's attention.

Fourth dark rule

Avoid weak verbs like endeavored, tried, hoped and attempted. "I feel that I am" is often used, which again should be avoided as it too can sound weak.

Fifth dark rule

Do not list every exam you have ever taken, or every activity you have ever been involved in - consider which are the most relevant and/or impressive. The best CVs tend to be fairly economical with words, selecting the most important information and leaving a little something for the job interview.

To summarize everything we were writing about, there are important notes:

- There is not really a "right" way to do a CV. However, there are some things that make the viewing easier, make you look more professional, and include things reviewers want to see.
- Your CV may be different than someone else.
- What's important is that you keep one up to date.