**Professional English, Creating Your Resume**

**With English being an international language, more and more people need to have a resume in English. Before we learn how to create a resume, let’s talk about the difference between a resume and a CV.**

**I.Resume vs. CV.**

 Unless you are trying to get a job in education, you probably won’t need a CV. A CV is a longer document that contains a table of contents and other documents like a teaching statement, a lesson plan and sample lessons. If you need help on a CV, feel free to create an account. It’s free. Since most everyone will need to do a resume, let’s look at how to create one.

**II.Creating a Resume.**

1. **Decide on the categories you will need on your resume. Here are some typical categories:**
* EDUCATION,
* PROFESSIONAL EXPERIENCE,
* RESEARCH/PAPERS,
* CONFERENCES/SEMINARS ATTENDED
* SKILLS
* LANGUAGES

You can also just google resume and the job title you want. Then you can find sample resumes, which will help you determine categories.

 **B.Put education first unless you have a lot more experience than education. If they are about the same, then start with education.**

**Remember you can use one of these phrases if your grade point average is high. You can use the Latin phrase or the actual number of your GPA.**

Summa Cum Laude = 4.0+ grade point average

Magna Cum Laude = 3.8 to 3.9 grade point average

Cum Laude =3.5 to 3.7 grade point average

 **C..Start typing or use this free template to help you use the right format,** <https://www.resumebuilder.org/>

You need the resume to be clear and easy to read. You don’t need to make it visually creative unless you are in a major like graphic design.

 **D. Make it specific.**

Unfortunately, on these templates they don’t teach you to get specific and you want to do that because that is what makes you stand out from other people. Just use the template as a guide but make it specific. How actually do you make it specific?

 **1.Just google it or search on LinkedIn.**

**For example, you could simply use Google and search for computer science resume samples.**

If you don’t have any experience, you could include words like entry-level computer science resume samples. If you do have experience, you could google experienced computer science resumes or get more specific by searching for experienced software programmer.

**When you search, you are looking for verbs and specifically what they did.**

 **2.Be as specific as possible in your description. Here is an example of a former student with management experience.**

For example, he initially wrote, “Managed creative projects from concept to completion.” This sentence was too general so we needed to make it more specific? How did we do it? We looked at the major nouns like project and described them more.

You could change it to “Managed creative projects from concept to completion ranging from construction companies to restaurants while managing outside vendors.”

 **3. Quantify it where you can. Simple add numbers where you can.** You can change the previous description and add the number of projects you did.

Managed 20 creative projects from concept to completion ranging from construction companies to restaurants while managing outside vendors.

**This was just a brief overview of how to create a resume. For more help, please reach out to me by registering for an account or connecting with me on LinkedIn at** <https://www.linkedin.com/in/karenpetersongt/>