Al-Mustaqbal University

College of Science

Scientific Thinking and Research Skills

Third Year Students / 1st Semester

Curriculum Vitae(CV) Writing
2025-2026

Biochemistry Department

By

Prof. Dr. Naser Abdulhasan Naser

Curriculum Vitae (or CV)

- Latin origin
- Means "the course of one's life"
- Vitae or Vita?

What is a CV?

What is the purpose of a CV?

- To inform the employer about your education, work experience, skills and interests

- To 'sell' these qualities and to persuade the employer to invite you to interview

It's all about you

CVs are an opportunity to show an employer why you are an ideal candidate for the job.

A good CV will:

- Stand out from the crowd.
- Draw attention to your relevant skills, experience, achievements and potential.
- Create such an impression on the employer that they will not be able to turn you down for interview.

Everyone has potential
Everyone has more skills than they think they do
Everyone can write a good CV

Do

- Use a standard font size in.
- Include recent and relevant work experience (paid *or* voluntary).
- Be consistent in your layout.
- List your skills and achievements and back up with evidence.
- Keep it short (maximum 2 pages).
- Use positive action verbs such as "organised, delivered, accomplished, achieved".
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest but positive (negatives can always be turned into positives).
- Proof-read for spelling, punctuation, grammar and meaning.
- Get someone to check it for you.

Don't

- Do it in a rush.
- Leave gaps in employment.
- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.

There is no single way to write a CV. It is *your* document and can be structured and presented as you wish within a basic framework.

The important thing to remember is that this is the *first impression* an employer will have of you. It is your marketing brochure through which you are trying to sell yourself.

5 Tips for a CV

- Clear – well organized and logical
- Concise – relevant and necessary
- Complete – includes everything you need
- Consistent – don't mix styles or fonts
- Current – Up-to-date

What should be on a CV?

- Start with contact information
  - Full name
  - Permanent mailing address
  - E-mail address that won't expire
  - Phone numbers
- Education
- Honors and Awards
- Professional Experience (employment)
- Publications and presentations
- Extracurricular and volunteer experience

Other sections for a CV

- Certifications and licensure
- Professional affiliations
- Professional activities
- Research
- Added qualifications

Proving your ability

There are four main things employers will look at in CVs:

- **Education** - ability to think clearly, analyse and assess information, draw conclusions, work independently, research

- **Work experience** - ability to get on with people, work under pressure, meet deadlines

- **Leisure interests** - ability to plan and organise, co-operate with others, compete, lead, work hard to achieve results

- **Specific skills** – e.g. driving licence, computer skills, foreign languages, artistic skills

Tips on Education section

- Most current schooling first (include your current educational work)
- Only include diploma distinctions
- Get the school's names correct!
- Degrees/certifications are what is important – not time spent
- List Thesis/Dissertation titles

Education and Qualifications

2011 – Present   University of Kent
                        BA (Hons) Fine Art
                        Modules include: Contextual Studies, Creative
             Investigations

                        Project: Communication and Critique

2009 – 2011 Maidstone Grammar School
                        A-levels: Media Studies (A), Art (B),
                        Information Technology (C)

2005 – 2009 Wrotham School
                        GCSEs: 8 GCSEs including English and Maths

Matching up your CV with the position/company

- It is not 'one size fits all', you need to tailor your CV to each position you apply for.

- Research the company. Do they have a mission statement or core values? What will they be looking for in you? Who works there at the moment? What are they passionate about?

Presentation of your CV

- The first visual impression of your CV is important

- For standard CVs, use plain white A4 paper

- Do not double side

- Keep your CV to two sides of paper

- Check your spelling

- Use bullet points and **bold font** but in moderation

Presentation of your CV

- Formatting – make sure it's consistent

- Size 10-12 font (depending on font style)

- Clear font e.g. Arial, Calibri

- Focus on accomplishments

- Target your CV to that job/company

- 2:1, not Two One or 2,1

- Use short, concise sentences

- Consider your audience

Covering letters

- Never send a 'naked' CV

- There are two types of covering letters:

  - Speculative/accompanying letter

  - Letter of application

Resume vs. Vitae

- Length: Short
- Content: All-inclusive summary of skills, experiences and education
- Purpose: to get an interview or employment

- Length: As long as it takes
- Content: Area-specific listing of education and academic background
- Purpose: promotion and tenure, grants, specialist positions, awards, etc.