

HOW TO WRITE A SUCCESSFUL CV FOR INDUSTRY

INTRODUCTION TO CV WRITING

- The CV should provide both an overview of the past and the competences relevant for the position.
- The CV should present relevant areas of responsibility, tasks and results and through this show skills and competences
- A CV is an in-depth document with a high level of detail about your achievements and experiences relevant for the job
- Personal marketing material rather than a chronological overview

BEFORE WRITING A CV:

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- Consider the job ad and make a list of the professional and personal skills highlighted in the job ad
 - Consider which of your skills, qualifications, and results that are relevant for the job.
 - Consider who the receiver is

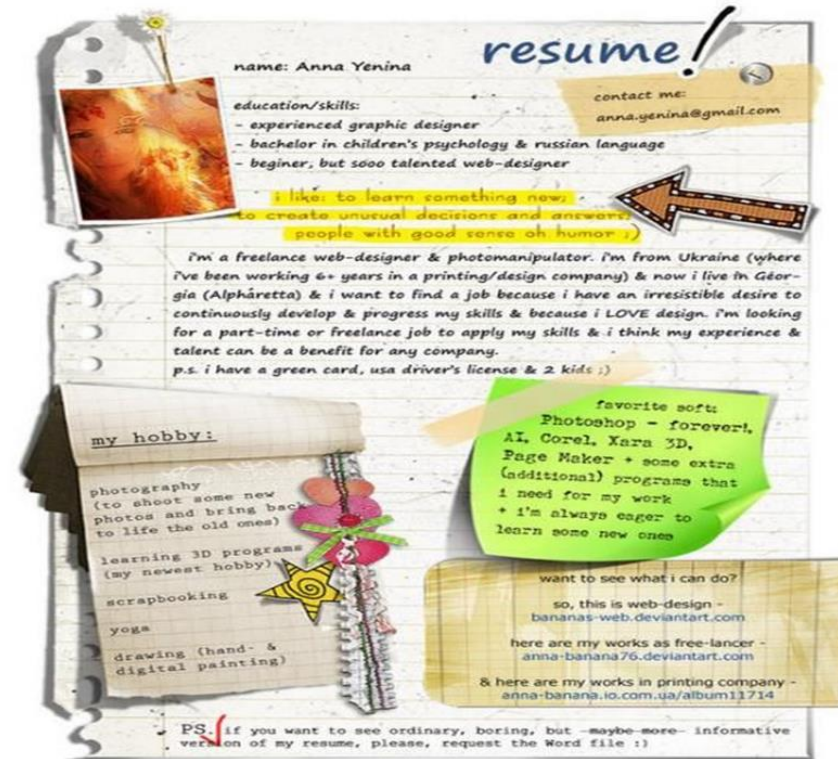
The job

This I can learn

You: This I match ~ 75%

FORMAT AND LAYOUT

- The CV should be accurate and easy to read
- Short – Preferably 2-3 pages
- Use bullets rather than long paragraphs.
- Remember that the recruiter spends 30 seconds on reading it.



CV STRUCTURE AND LAYOUT



Personal information including picture

- Name, address, mail, phone, LinkedIn profile, (research gate)

Resume/profile

- 4-5 lines summary of your key characteristics and skills **relevant** for the job
- Can include technical skills overview if relevant

Work experience

- Key tasks, skills and results relevant for the job

Education

- PhD, MSc and BA. Elaborate key skills and achievements if different from PhD

CV STRUCTURE AND LAYOUT

Honours, grants and awards

- What and how much

Relevant courses

- Include if relevant for the job or out of the ordinary

Other experience/voluntary work

- Include if it contributes positively and has given you competences: board work, network, event organisation.

Languages

IT

Leisure and interests

References

Publications

DO'S AND DON'TS

Do

- Read the job ad thoroughly – make a skills list
- Remember that everything you write should be relevant for the job
- Present your skills, qualifications and experiences – not your titles
- Use a relevant picture
- Update your LinkedIn profile
- Kill your darlings
- Spell check!

Don't

- Send out a standard CV
- Waste space on irrelevant skills and experiences
- Write too cramped
- Write one word bullets

USEFUL LINKS

- Find this presentation including examples of personal profiles and work experience: <http://talent.au.dk/career/career-services/job-hunting-toolkit/>
- For booking career counselling: <http://talent.au.dk/career/career-services/individual-counselling/>

For more about job search and CV writing:

- Euraxess: <https://euraxess.ec.europa.eu/career-development/researchers/discover-careers-beyond-academia>
- Vitae: <https://www.vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher>
- Hit med jobbet: <https://hitmedjobbet.dk/ressourcer/skabeloner-til-ansoegning/>
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CONTACT INFORMATION

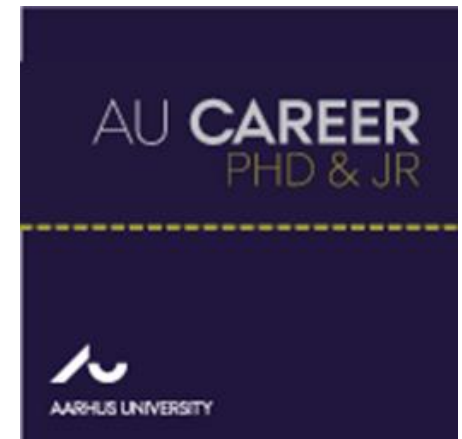
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