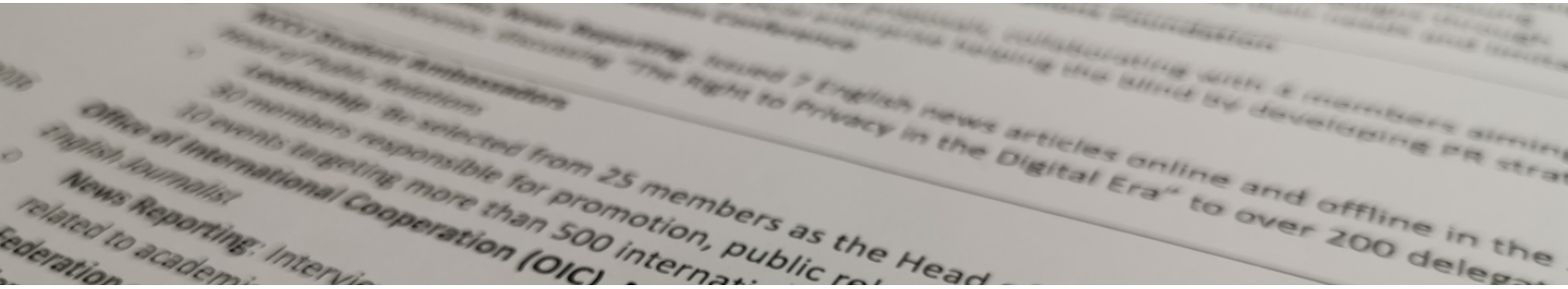


A QUICK GUIDE TO WRITING A RÉSUMÉ



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I. Résumé V. CV

HOW ARE THEY DIFFERENT?

1). Purpose:

A résumé is used in most types of job applications while a CV is often used when applying for academic or research-oriented positions.

2). Length:

A résumé is more brief than a CV. A résumé is kept to ONE page while a CV contains multiple pages.

3). Region:

"Résumé" is mostly used in American English while "CV" is mostly used in British English.

*When to Use Which?

A simple tip: Check the job description in the job ad. or info. on the application webpage.



Do you know that?

The word **résumé** stems from a French. It is originally used by an ambassador to briefly introduce his background when being introduced to the king of France.



Do you know that, too?

The abbreviations **CV** stands for curriculum vitae in Latin, which means the course of life.



For your information: Besides résumés or CVs, many applicants also prepare visual résumés or video CV/visumes.



Source: <https://www.themuse.com/advice/5-digital-tools-that-will-make-your-resume-infinitely-more-beautiful>

II. Some Dos & Don'ts

4 DOs

1. Keep it to ONE page

*1 A4 size page is enough.

2. The sequence matters!

*As readers start from the top of your résumé, begin with the most advantageous info. about you!

3. Keep it brief

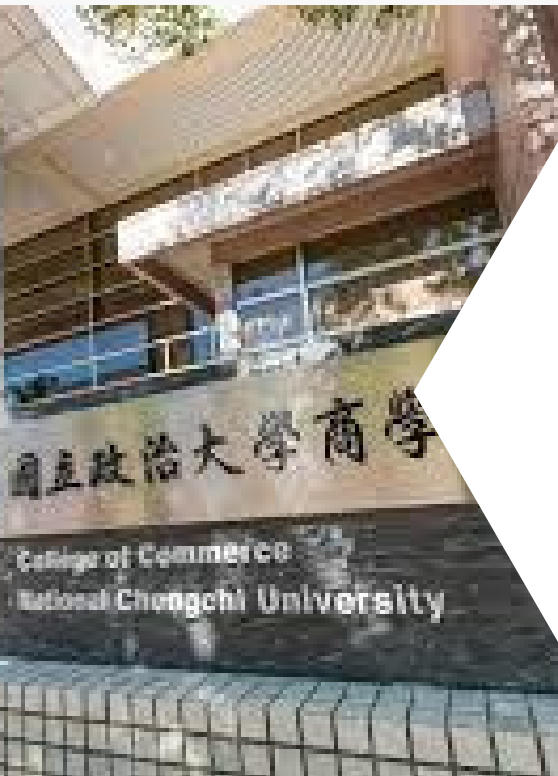
*Use phrases only; do not use sentences; do not use periods!

4. Highlight your Impacts

*Specify your impacts and quantify your contribution whenever possible.

Ex. "help streamline the recruitment process"

"increase the reach of my club's fanpage by 26% within 4 months"



4 DONTs

1. Avoid using a one-fits-all version

Customize your reference to cater to the requirements of different positions.

2. Avoid irrelevant info.

3. Avoid inconsistent Tenses

Use the past tense the completed experience and progressive for the ongoing experience.

4. Avoid Typos!!

*Triple-check your résumé.

**Check out sample 1

Note: the sample is a résumé for postgraduate program application.

-Résumé Samples-

PXX-YXXX (XXX) WXXX

To protect the author's privacy, all private information has been concealed.

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OBJECTIVE: Apply for the Double Degree MSc Global Media and Communications, LSE and USC

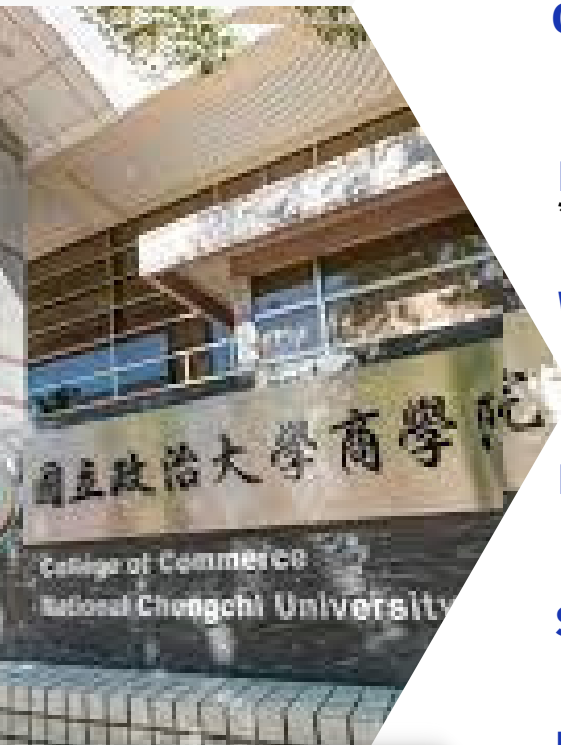
EDUCATION

<p style="font-size: x-small;">Sept. 2013 – June 2017 Taipei, Taiwan</p>	<p>National Chengchi University (NCCU) <i>B.A. in Advertising, Undergraduate Degree Program, College of Communication</i></p> <ul style="list-style-type: none"> ○ GPA: 3.74/4.0 ○ Relevant Courses: Graduation Exhibition Project • Market Research and Applied Statistics • Integrated Marketing Communications • Digital Marketing • Public Relations Strategy and Planning • Fundamental Accounting ○ Graduation Exhibition Project: Serving as an Account Executive for a social travel platform, Friends and City in Taiwan since Sept. 2016, utilizing research methods to develop 4 campaigns aiming to double its international users ○ Research Project: Served as a data analyst for a large-scale survey with over 2,000 effective responses, striving to profile target audiences and understand consumer insight for International Community Radio Taipei (ICRT), the successor of American Forces Network (AFN), since Sept. 2016
<p style="font-size: x-small;">Mar. 2016 – Oct. 2016 Home Based</p>	<p>United Ambassadors <i>Intern, Communications Associate for Asia</i></p> <ul style="list-style-type: none"> ○ International Communications: Worked with over 30 experienced Model United Nations (MUN) leaders from over 15 countries and recruited more than 250 participants all over the world for the 2016 MUN Youth Assembly at United Nations Headquarters ○ Regional Communications: Contacted directly with more than 70 MUN organizations from over 10 countries in Asia and interviewed 2 Afghan MUN leaders
<p style="font-size: x-small;">June 2016 – Aug. 2016 Beijing, China</p>	<p>AcrossChina Communication <i>Intern, Department of IT Industry</i></p> <ul style="list-style-type: none"> ○ Campaign Planning: Contributed to more than 3 proposals and organized campaigns for more than 200 participants for the release of new products of HP and Samsung ○ Communication Skills: Cultivated the ability to plan effective campaigns through communicating with multiple suppliers and clients to probe their needs and limitations

III. Elements of a Résumé



The sequence of elements 3-7 is flexible.



Contact Info.

*the applicant's full name, official email, mobile number, and current address

Objective

*Ex.: To apply for the summer internship at the customer relation department with my fluency in English and experience of leading a school club for 2 years

Education

*Ex.: B.A. in finance, Department of Finance, College of Commerce, NCCU Anticipated in June 2023

Work Experience/ Internships/Employment

*Ex. Intern, Summer Intern Program, BCG Taiwan since June, 2022
Conducted research on 50+ smartphone component manufacturers and completed a 20-page industry report

Leadership

*This applies to certain fields, such as management and consultancy

Skills & Qualifications

*Describe your hard & soft skills, certificates, licenses

Honors & Achievements

*Describe a relevant experience in competitions, contests, winning scholarships, nominations, or invitations to join organization.

References

*Ensure your referee is a respected figure in the field and knows you in certain capacity.

****Check out sample 2**

Note:

To protect the referee's privacy, personal info. has been concealed.

To know more, please check out the video on the website:

HONORS	
June 2016 Taipei, Taiwan	Public Relations Proposal Competition, Public Relations Foundation <i>Work of Excellence</i> <ul style="list-style-type: none"> PR Strategies: Surpassed over 100 proposals, collaborating with 4 members aiming to improve the visibility of a social enterprise helping the blind by developing PR strategies
Oct. 2015 Taipei, Taiwan	Taiwan Model United Nations Conference <i>Best Journalist</i> <ul style="list-style-type: none"> Academic News Reporting: Issued 7 English news articles online and offline in the 3-day conference, discussing "The Right to Privacy in the Digital Era" to over 200 delegates
EXTRACURRICULAR	
June 2015 – June 2016 Taipei, Taiwan	NCCU Student Ambassadors <i>Head of Public Relations</i> <ul style="list-style-type: none"> Leadership: Be selected from 25 members as the Head of PR, supervised and instructed 30 members responsible for promotion, public relations, and visual productions of over 10 events targeting more than 500 international and local participants in total
Mar. 2015 – June 2016 Taipei, Taiwan	Office of International Cooperation (OIC), National Chengchi University <i>English Journalist</i> <ul style="list-style-type: none"> News Reporting: Interviewed over 10 international students and reported over 10 news related to academic research and intercultural experiences, published on the OIC website
Nov. 2015 New York, U.S.A.	World Federation of United Nations Association International Model United Nations <i>Academic Conference</i> : Participated in one of the most significant MUN conferences at the United Nations with participants from over 10 countries and served as a committee coordinator to merge ideas from different blocs
REFERENCE	
Rx-Sxxx, Chen Associate Dean of College of Communication, National Chengchi University, Taiwan E-mail: cixxxxx@nccu.edu.tw • Phone: +886-2-2939-3091 ext. 67xxx	