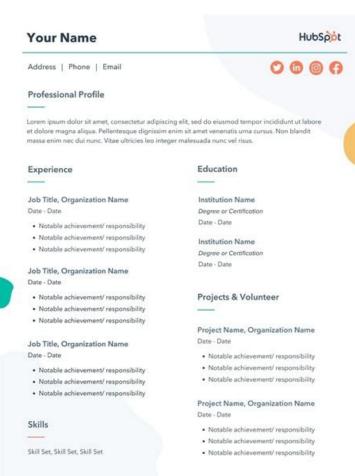
Template of cv for job application

I'm not robot!



Free Resume Template

Full Name Here

Address: Write complete address with city, state and zip code Phone: xxxxxxxxx Email: abc@example.com

A very impressive and convincing objective statement should be written to enrich worth of resume. Resume objective can go on two to three lines. Don't forget to write name of organization and job position you are

applying for.

PROFILE

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KEY SKILLS:

 Job related skills will be written here in bullets Job related skills will be written here in bullets

ACHIEVEMENTS: Google certified online marketing professional (GAP).

Job related skills will be written here in bullets

 Google Web-Analytics Certified. (GAQI) Month/Year of Job, Company Name, City, State, Zip Code, Position Title

 Bullet points of job duties with this employment will go here Bullet points of job duties with this employment will go here

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QUALIFICATION: Degree Title - [YYYY] Institute Name Here

 Degree Title – [YYYY] Institute Name Here Degree Title – [YYYY] Institute Name Here

REFERENCES

References: Available on request.

PERSONAL DETAILS

Name: Lauren Smith Address: 4a Westpoint Road Havelock North Telephone: (06) 8342487

029-43215647

Drivers Licence: Current CAREER OBJECTIVE

Mobile:

Rehabilitation Coordinator

PERSONAL STATEMENT

I am an enthusiastic person committed to working as a health care profession. By continually enhancing my knowledge and skills I seek to provide the best quality service. I gain considerable satisfaction from empowering people by working alongside them to promote their holistic well-being.

QUALIFICATIONS

20** Postgraduate Diploma – Rehabilitation Studies, Massey University 20** Bachelor of Nursing - Eastern Institute Of Technology, Taradale, NZ 19** Registered Enrolled Nurse, Hawke's Bay District Health Board

PROFESSIONAL SKILLS

Extensive experience in clinical assessment

 Excellent communication skills both oral & written Comprehensive experience in a wide range of clinical settings

Proven ability to plan and allocate time efficiently

 Strong commitment to quality assurance Strong organisational ability as evidenced in former roles

 Commitment to health and safety requirements Comprehensive knowledge of disability issues

 Experience working cross culturally Good analytical and conceptual skills

 Ability to be creative when resolving complex issues Extensive experience working with multi-disciplinary teams and agencies

 Strong team player Flexible and adaptable

Energetic

Strong professional ethics

Leighton Pliego

Student

Address 2317 Edsel Road Los Angeles, CA 90017 Phone 213-968-0795

Linkedin linkedin.com/in/leightonpliego Twitter twitter.com/leightonpliego

E-mail leightorpliego@gmail.com

Enthusiastic student social media professional seeking to energize Pitzer College's student body with proven leadership skills. Founded and ran a social fundraising organization that raised \$27,000 for childhood cancer. Varsity track team captain with A+ avg. in English & Physics.

Activities 2015 - present

Founder, Operator

Drop the Elbow on Cancer

Founded/run cancer-fighting fundraising campaign on social media.

 Organized community of 1,400 Mixed Martial Arts fighters to collect donations. · Raised \$27,000 for children's cancer research to date.

Created Facebook and Linkedin presence with 18,000 followers.

2011 - 2015

Founder, Leader Robotron Robotics Club

. Created and led small robotics club with local peers for 4 years.

· Built 15 robots, including robotic arm with MegaPi mainboard. Held 40+ bracketed competitions, raising membership 60%.

Waiter

2016 - 2018 Weathervane Restaurant

 Scored 99% in Dale Carnegie customer service training. · Frequent high earner, earning most tips per shift.

Maintained 95% positive customer comment score.

New West Charter School, Los Angeles, CA · Maintained A+ average in all Physics, English, and History classes.

· Commended by 4 teachers for communication skills. . Co-Captain, Varsity Track Team.

+ Combined SAT scores 1300 (700 Verbal, 650 Math). . Graduating in May of 2019.

GPA 3.3

Athletics

Education

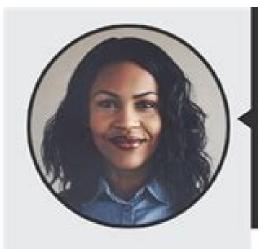
2014 - 2019

. Avid surfer. Surfed 60 days/yr since age 13. Performed own board-maintenance, fixing all dings/cracks with resin/fiberglass and full-face respirator.

· Devoted cyclist. Have logged 4,000+ miles, maintaining own bike and gear. · Accomplished kayaker and water skier.

Skills

Writing



ELIZA KATHERINE DESIGNER & DEVELOPER

CONTACT

- € (000) 6666 6666
- contact/acv2resume.com
- www.cv2resume.com

PRO SKILLS

- Adobe Photoshop
- Adobe Illustrator
- Microsoft Word
 Artoba Indexion
- Adobe Indesign
- Aftereffect
 Microsoft Word
- Adobe Indesign

PER SKILLS

- Creativity
- Leadeship
 Creativity
- Organization

Teamwork

REFERENCE

MD. Alex Markin Graphic Designer & Developer

T:+(000) 8888 6666

E : alexmarking mail.com

PERSONALPROFILE

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WORKEXPERIENCE

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Company/Location/Date Range

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EDUCATION

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Company/Location/Date Range

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How do i write a good cv for a job. Sample of cv for job application template. Example of a written cv for job application. How to write a curriculum vitae (cv) for a job application. How to write good cv for job application.

All industriesAdministration & Office SupportAdvertising, Arts & MediaBanking & Financial Services & DevelopmentFarming, Animals & ConservationHuman Resources & RecruitmentInformation & Communication TechnologyInsurance & SuperannuationManufacturing, Transport & Logistics Marketing & Communications Mining, Resources & Energy Retail & Consumer Products A resume is a brief summary of personal and professional experiences, skills, and education history. Its main purpose is to show off your best self to potential employers. When applying for a job, you're (in most cases) going to be asked for a resument of personal and professional experiences. accompanied by a cover letter. If you manage to create a "good" resume, you're going to 2x your chances of getting hired. Want to learn how? Check out our complete guide on how to make a resume might seem super scary to you. After all, most resume examples you see on the web are 80% about work experience. So, what the heck can you include in your resume if you have none? Well, here's some good news. If you're applying for an entry-level job or an internship, no one expects you to have entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you to have applying for an entry-level job or an internship, no one expects you have applying for an entry-level job or an internship app make a resume with no work experience stand out, check out our article. The most common sections on a resume are: Contact information Resume summary or objective Work experience Education If you want to personalize your resume a bit more, you can also include the following sections: Projects Volunteering experience Hobbies & interestsPortfolioFor more information on how to place these sections on your resume, check out our article on what to put on a resume. There are 3 typical resume formats: Reverse Chronological ResumeFunctional most resumes you've seen follow - its main focus is your work experience, written down in reverse-chronological order. Unless you're looking to create a career change resume, we'd recommend sticking with this format. If you want to learn more about resume formats, check out our comparison guide. Ah, the most popular resume guestion in the world: "how long should your resume be?"Short answer: one page. If you have a lot of work experience (10 years +), sometimes it makes sense to make it 2 pages MAX if everything you mention is super relevant for the position you're applying for.Long answer: check out our guide on how long should a resume be.P.S. all of our templates are one-page resume templates, so you shouldn't have a lot of trouble sticking to the one-page limit! Your resume. It should, in 2-4 sentences, explain what your background is, and why it's relevant for the position you're applying for. Want your resume. summary to stand out? Use this proven formula: "Professional [job title] with X+ years of work experience in [job responsibility]. In the past Y years, I have [your top 1-2 achivements]. Seeking a position of [job title] with X+ years of work experience in [job responsibility]. In the past Y years, I have [your top 1-2 achivements]. student or just don't have a lot of work experience, read our article on how to create a resume objective instead. Work experience entry should contain the following: Position titleCompany name/description/locationAchievements or responsibilitiesDates employedNow, if you want to create a work experience section that stands out, you want to focus on quantifiable achievements. What this means is, instead of creating an entry like: "Carried out sales operations" You list an achievements. What this means is, instead of creating an entry like: "Carried out sales operations" You list an achievement. candidate, you're an A-player! To learn more about how to list achievements in your work experience (and land the job), check out our article. Simply create a "skills" section on your Novorésumé resume template, and list your top skills. We usually recommend going for a mix of hard and soft skills. Not sure what skills to include in your resume? Check out these 101 essential skills for any resume. Every job application asks for a cover letter (in addition to your resume). Here are some of our tips on how to do this right: Customize your cover letter to the employer. The more personalized it is, the more likely it is for the recruiter to like youOutline your general background (work experience, profession, etc.) and mention your top 2-3 achievements to show off your skillsIf you really want to stand out, create a cover letter that matches your resume template. To do this, you can use one of our cover letter templates here. If you want to learn more about how to write a convincing cover letter, check out our comprehensive guide. There's no such thing as "the best resume template" - every recruiter/employer has their own personal preference. Our general recommendation is to do your research on the company and what their values are. For example, if you're applying for a position at a bank, you'd want a more professional resume template. On the other hand, if you want a job in a startup where they value innovation more, you should stick to a creative resume template. Finally, if you're applying for, you can just use a simple resume template is right for the job you're applying for, you can just use a simple resume template is right for the job you're applying for, you can just use a simple resume template is right for the job you're applying for, you can just use a simple resume template just to be safe. Want to save time and have your CV ready in 5 minutes? Try our CV ready in 5 minu content to add with one click. See 18 CV templates and create your CV here. Create your CV new CV resume template On this page: Resume writing can be a daunting prospect when starting your first professional role. Your resume, along with your cover letter, is what a potential employer uses to make their first judgement about you Knowing how to write a resume will help you stand out from all the other applicants and reach the interview shortlist. Your resume must demonstrate that you possess most or all the criteria required in the job. Tailor your resume must demonstrate that you possess most or all the criteria required in the job and cutting back the less relevant parts. Your resume must also get past any initial screening algorithms, or applicant tracking systems (ATS), which identify suitable candidates based on the use of relevant keywords. Follow our tips for updating your resume CV versus resume - what's the difference? Today, a lot of employers and job candidates use the terms 'CV' and 'resume' interchangeably. Indeed, you may see just as many references to 'resume templates' as you do 'CV need for a lengthy overview of your career history has become redundant, with a hiring company instead expecting a two-page summary. At the same time, people began to use the two terms reciprocally. Now, whether you call your career overview a 'CV' or 'resume', it has no bearing on your chance of reaching an interview shortlist. Importance of a good CV Think of your CV as your own living, breathing personal pitch - a pitch that succinctly answers all the questions a recruiter or hiring manager has about you. The degree to which you present the reader with the information they require to make an informed decision can determine whether you are invited to interview. This includes why you are applying for this job, with this organisation and in this industry, what value you can bring to the organisation and whether you have what is required to be successful in the role. To leave the reader with no doubt about your suitability, you must present a strong CV that clearly conveys this information. To do this, below you'll find our tips on how to write a resume. Alternatively, you can download our resume template. The purpose of a resume Your resume serves to introduce the relevancy of your skills, experience, qualifications and achievements to a recruiter and potential employer. A recruiter or employer may not spend longer than a few minutes reviewing your resume, so it should succinctly convey your most relevant achievements. If the reader thinks you are a suitable candidate for the role, your resume will have achieved its purpose - an offer to attend an interview. How long should my resume be? Your resume will have achieved its purpose - an offer to attend an interview. the role or industry. For instance, look back at the key skills and attributes and responsibilities from roles that don't match up to the job in question? If so, remove this content or, at the least, simplify your language. On your resume, you must get to the point, so don't use ten words to say something you could say in five. On the other hand, one page may suffice in certain circumstances. The main thing to keep in mind when you're writing your resume is that you must be able to demonstrate and articulate your skills, experience, and future potential to the reader. If you can do that well in one page, that's great. However, the average length of a resume is usually around two pages. What NOT to include in a resume Use your career has evolved over time, knowing how to write a resume well means you will not include every role you've ever held, such as the casual retail position you had in high school or the captaincy of your social sporting team. Rather, use the limited space on your resume strategically by ensuring every line shows how you are relevant to the particular job you're applying for. Similarly, if you have an advanced degree, few people are going to be concerned about the exams you took when you were 16 years old. Instead, only include training that is relevant to the position you are applying for. Unless otherwise stated, you don't need to attach copies of certificates, qualifications or references. You should instead bring these to a job interview. We also advise candidates to avoid listing their hobbies or interests. Focus instead on the experience and skills that make you suitable for the job you're applying for. The exceptions occur when you have limited relevant experience or if the employer specifically asks applicants to list hobbies. In these cases, keep it brief. Avoid anything that could be contentious, such as political affiliations, and instead show how your personality is suited to that of the organisation. For example, consider listing a hobby that requires expertise relevant to the role, such as organisational or communication skills. You also do not need to design a creative resume to stand out, however it really is the relevancy of your skills and experience that will ensure you make a shortlist, not how you present your resume. What is the best way to layout my resume? Your resume must look clean, clear and well structured, with enough white space to enhance readability. Use a simple font like Arial 10 or 12 point, and keep formatting, such as italics and underlining, to a minimum. Bullet points are extremely useful as they allow you to highlight key points succinctly and keep the document tidy. Start each one with an action werb if you can ('created', 'improved' etc.), rather than 'I'. Spelling and punctuation must be perfect, so after you proofread and spell check your resume, give it to a friend to do the same. Hiring organisations are inundated with so many applications that unnecessary mistakes can see yours rejected. As for the document layout, most organisations will upload your resume into their database so make sure it is in a commonly accepted format that follows the below structure. We recommend a cleanly formatted Microsoft Word document or PDF with no graphics, images, no fancy formatting or fonts. While a creative CV may look good, graphics and special fonts can be difficult for an ATS to process. Step by step guide to writing a great resume Follow the below standard resume structure when looking to write your resume. Don't forget to ensure you use clean and clear formatting. 1. Contact information Start with the basics such as your name, phone number, email address (make sure the email address you use sounds professional) and LinkedIn profile. Use the phone number and email address that you use most often. You don't want to disappoint an employer by failing to respond to their invitation to an interview in a timely fashion. 2. Professional summary should prove your applicable experience and skills. This summary should prove your applicable experience and skills. This summary should prove your applicable experience and skills. your USP, or unique selling proposition. Tailor this section to each position that you're applying to. Use keywords from the job description so that an ATS can find a match. 3. Skills summary The reader of your resume may not have more than a minute to spend scanning each application, particularly if the volume of applications is very high, so including a skills section can capture their attention by making it immediately clear what you can offer. Compile a brief bulleted list of the systems, skills and competencies that are most relevant to the job you are applying for. Use keywords from the job description here too. For instance, if the ad specifies someone who has 'effective administrative abilities and excellent interpersonal skills', these should be addressed here with brief evidence as to where you went above and beyond the job that you were paid to do and achieved something great. So, next list your key career achievements, supported by facts, statistics or links. For example, if you over-achieved on your sales targets, you need to say by what percentage and over what period. Keep in mind, this is a summary to grab interest by demonstrating you can successfully add value to an organisation in the type of job you're applying for, so proof is essential. 5. Work experience Your work history should be the most detailed section of your resume, with positions and primary responsibilities. If your job title is unconventional, it is perfectly acceptable to replace it with a recognisable equivalent. It is important to guantify your accomplishments - the reader wants to see facts not fluff. Focus on the value you added in each role, rather than simply listing what your duties were. This section shouldn't read like a job description. Rather, it should tell the story of your unique strengths and accomplishments. Think of your biggest achievements for each role and provide concrete, quantifiable evidence of each. One way to help you do this is to use action verbs such as "managed" or "oversaw". Such verbs force you to focus on what you achieved and your results in each role, which proves the value of your experience. Avoid overused clichés in you CV that can waste valuable space. Instead, include examples of your work to demonstrate your strengths. Remember that proof is in your results. We also advise you not to leave gaps in your work history. If you took a year out, carried out an interim assignment, or travelled for six months, say so. Just make sure you illustrate whatever the experience was in a positive way, focusing on the fact that it gave you some great experience and knowledge. Stating just the years you started or finished a role can also send off alarm bells. Writing "2019 - 2021" could be interpreted as employment from December 2019 to January 2021 unless you say otherwise. 6. Education & qualifications Keep it concise by listing the academic qualification obtained, year of completion, the institution's name and a one-sentence summary. 7. References are available upon request" in this section of your resume. Your recruiter will then reach out for the details of your referees at the appropriate point in the recruitment process. Remember though, the referees recruiters and employers value to their organisation. If you are unsure who to provide as a referee, our guide to references may help. Even if you aren't actively looking for a new role, it's important to get into the habit of regularly update your CV. So, for example, if you've learnt a new skill or successfully completed a big project in your current role, update your resume to reflect that. It's also a good idea to update your LinkedIn profile at the same time. If you keep your resume up-to-date, when you do come to the point when you more aware of any skills or experience gaps that you need to fill to take the next step in your resume and also make you more aware of any skills or experience gaps that you need to fill to take the next step in your resume By the time the recruiter or hiring manager reaches the end of your resume, they will have more than likely made their decision about whether to add your resume reach the shortlist. Firstly, tailor your resume for each application. To make the interview shortlist, your resume must demonstrate that you possess most or all the criteria required in the job. Tailor your application for each position you apply for by expanding on your experience relevant to the job and cutting back the less relevant parts. You should also show that you are genuinely interested in this job. Failing to tailor your CV by submitting a blanket application will not impress. So, weave into your professional summary the reasons that make you a good fit for this particular position and what specifically resonates with you about the organisation or role. Secondly, make sure you add quantifiable results. As mentioned above, providing evidence to support the claims you make on your CV brings it to life and establishes for the reader the value you could bring. However, not every role allows for the sort of measurement by which you can prove your expertise. If you find yourself unsure how to add quantitative evidence this blog provides some tips. Adding links to your LinkedIn profile and online portfolios of work can also help the reader build a better picture of your competencies.

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