

# Guides to Professional English

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# CVs, Resumes, and LinkedIn

A Guide to Professional English

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ISBN 978-1-4939-0646-8 ISBN 978-1-4939-0647-5 (eBook)  
DOI 10.1007/978-1-4939-0647-5  
Springer New York Heidelberg Dordrecht London

Library of Congress Control Number: 2014939420

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Printed on acid-free paper

Springer is part of Springer Science+Business Media ([www.springer.com](http://www.springer.com))

# INTRODUCTION

## Who is this book for?

The book is intended for both native and non-native speakers of English. It focuses mainly on graduates and PhD students, and also young people who are already in employment and are looking for a new job. It is not intended for people who already hold managerial positions.

In the Contents page, subsections that are only relevant to:

- non-native speakers are marked with this symbol: \*
- those looking for a job in academia or research are marked: §

## How is this book organized?

The book is structured as a series of FAQs (frequently asked questions) with answers. The first three chapters outline:

- the quality of a good CV or resume
- how recruiters and HR people make their judgements
- whether using a template is a good idea
- how to write dates

Chapters 4–10 examine each part of a CV from your name and photo, to your personal interests and references. At the end of each of these chapters is a subsection saying in what ways, if any, a resume differs from a CV.

Chapters 11–14 regard how to write a reference letter, a cover letter, a bio, and a LinkedIn profile.

Every chapter ends with a summary.

Section 15.9 presents a possible template for a CV. Downloadable templates can be found at [e4ac.com](http://e4ac.com) under 'CVs'.

## Is this a book of guidelines or a book of rules?

Guidelines, not rules.

The book is based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries.

The result is a series of guidelines on how I think a good CV and cover letter should look, they are not objective rules. Inevitably, you may not agree with all the suggestions, and are thus totally free to ignore them.

I have tried to be objective and to avoid all the possible pitfalls of writing from the perspective of a white British male. I thus hope that you will find nothing in this book that will offend you in any way. Please write to me if you feel there is anything that needs changing (adrian.wallwork@gmail.com).

## Terminology used in this book

CV (also written *curriculum vitae*)

A reverse chronology listing your education, work experience, skills and interests. Generally two pages long, and typically used in all Anglo countries apart from the US and Canada.

Resume (also written *résumé*)

A brief summary of your achievements and skills, not necessarily in reverse chronological order, and generally not as comprehensive as a CV. Generally one page long, and typically used in the US and Canada.

Recruiter

Someone who works for an agency that finds potential candidates whose CVs and resumes are then submitted to the agency's clients.

Human resources (HR) manager

The person in an organization who deals with staff in general, and specifically recruitment and employment.

Hiring manager

The person responsible for deciding who to employ. This position may be held by the human resources manager, or vice versa.

For the sake of simplicity, although a CV and resume are not exactly the same (see 1.4), I will generally just use the term CV. And although a recruiter, HR manager and hiring manager do different jobs, I will often use these terms indiscriminately.

## How dates are used in this book

CVs are full of dates of when you started and finished an activity. For the purposes of this book, I am imagining that we are now in 2030. So unless you are reading this book in 2030, most dates will appear to be in the future.

## Examples used in this book

All the examples used in this book have been taken from real CVs, cover letters, reference letters etc. The only things that have been changed are personal details, dates and layout / font.

I use *he* or *she* at random to refer to the candidate who produced the CV or cover letter.

## Other books in this series

There are currently five other books in this *Guides to Professional English* series.

*Email and Commercial Correspondence*

<http://www.springer.com/978-1-4939-0634-5/>

*User Guides, Manuals, and Technical Writing*

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*Presentations, Demos, and Training Sessions*

<http://www.springer.com/978-1-4939-0643-7/>

*Telephone and Helpdesk Skills*

<http://www.springer.com/978-1-4939-0637-6/>

All the above books are intended for people working in industry rather than academia. There is also a parallel series of books covering similar skills for those in academia:

*English for Presentations at International Conferences*

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## Acknowledgements

Big thanks to Anna Southern and Philippa Holme for editing the manuscript. Also, thanks to my students, fellow teachers, friends and family who kindly allowed me to use extracts from their CVs, cover letters, personal statements, reference letters, etc.

Special thanks to Joanna Andronikou, Celine Angbeletchy, Kamran Baheri, Matteo Borzoni, Lisa Caturegli, Chengcheng Yang, Matthew Fletcher, Sarah Macchi, Leonardo Magneschi, Maral Mahdad, Sara Giovanna Mauro, Patrick Mukala, Daniela Pianezzi, Lena dal.

I would also like to thank Philippe Tissot for allowing me to include extracts from the Europass template (<http://europass.cedefop.europa.eu/en/home>).

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CVs, Resumes, and LinkedIn

A Guide to Professional English

Wallwork, A.

2014, XVIII, 200 p. 40 illus., Softcover

ISBN: 978-1-4939-0646-8