

CVs, Resumes, and LinkedIn

A Guide to Professional English

Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs.

Topics covered include:

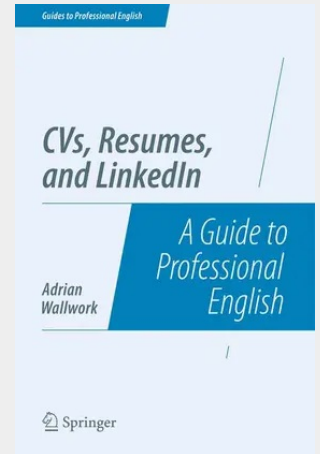
- how recruiters and HR people analyse a CV
- whether using a template is a good idea
- the difference between a CV and a resume
- how to present your personal details and whether to include a photo
- how to write an Executive Summary
- what to write in each section (Education, Work Experience, Skills, Personal Interests)
- how to write dates
- how to highlight your language, communication and team skills
- how to get and write references

You will also learn some hints and strategies for writing a:

- cover letter
- LinkedIn profile
- reference letter
- bio

The last chapter of the book contains a simple template to help you get the job of your dreams!

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