

CURRICULUM VITAE – WORK EXPERIENCE

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INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**Výukový materiál zpracován v rámci projektu
EU peníze školám**

*Autorem materiálu a všech jeho částí, není-li uvedeno jinak, je Bc. Jindřich Bláha.
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- Registrační číslo projektu: CZ.1.07/1.5.00/34.0229
- Šablona: II/2
- Č. materiálu: VY_22_INOVACE_11
- Datum vytvoření: 3.9.2013
- Ročník: 4
- Předmět: Anglický jazyk
- Vzdělávací oblast: Jazyk a jazyková komunikace (Cizí jazyk)
- Tematická oblast: Reálie pro cestovní ruch

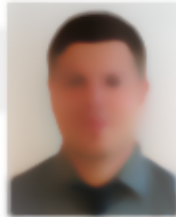
ANOTACE:

ŽÁCI JSOU SCHOPNI NAPSAT PROFESIONÁLNÍ STRUKTUROVANÝ ŽIVOTOPIS, VYVARUJÍ SE TYPICKÝCH CHYB PŘI JEHO PSANÍ. DOKÁŽOU POPSAT SVÉ POTENCIÁLNÍ PRACOVNÍ ZKUŠENOSTI.



WORK EXPERIENCE

Ing. John Doe
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Professional experience

- Senior Software Engineer** | ABC Software Inc. | 2018 - Present
 - Developed and maintained a complex web application using React and Node.js.
 - Collaborated with cross-functional teams to design and implement new features.
 - Mentored junior developers and provided technical guidance.
 - Optimized application performance, resulting in a 20% increase in page load speed.
- Software Engineer** | XYZ Systems Ltd. | 2015 - 2018
 - Designed and developed backend services using Java and Spring.
 - Implemented robust security measures and data protection protocols.
 - Participated in code reviews and ensured high-quality standards.
 - Managed a team of developers and coordinated project timelines.

Education

- Bachelor's Degree in Computer Science** | University of Technology | 2011 - 2015
- Graduated with Honors.
- Relevant coursework: Data Structures, Algorithms, Operating Systems, Database Systems.

Key Skills & Activities

- Technical Skills**
 - Programming: Java, JavaScript, Python, C++
 - Frontend: HTML5, CSS3, React, Angular
 - Backend: Spring, Django, Node.js, Express
 - Database: MySQL, PostgreSQL, MongoDB
 - Tools: Git, Docker, Jenkins, AWS
- Soft Skills**
 - Teamwork and Collaboration
 - Problem Solving and Analytical Thinking
 - Communication and Presentation
 - Time Management and Organization
- Professional Activities**
 - Member of IEEE Computer Society
 - Active participant in local tech meetups and conferences.
 - Contributed to open-source projects on GitHub.
 - Published technical articles on industry trends.
- Certifications**
 - Oracle Certified Professional, Java SE 8 Programmer
 - Microsoft Certified Solutions Provider (MCSP)
 - Google Cloud Professional Cloud Architect

References

- Contact: +42 602 123 456 | j.doe@company.com



GENERAL TIPS

- **Mention only relevant experience!**

Omit the jobs not specific to the position you're applying for.

Because of this, it is sometimes better to choose **FUNCTIONAL CV** instead of classic **CHRONOLOGICAL CV**.

.....and what's the difference?????



FUNCTIONAL CV

- Good choice for fresh graduates or if you have been unemployed for long periods of time
- ...or if you want to “restart“ your career
- Employment dates or company names are not included or at least not highlighted
- It concentrates on skills, duties, responsibilities



CHRONOLOGICAL CV

- The most frequently used one
- Prefer this one if your work history is stable (when you do not change your jobs so often)
- It is not a good choice if you do not have enough work experience

You can also use a combination of these two formats! When do you think it is the best choice?



GENERAL TIPS

- **Prove your value!**

Recruiters are looking for clues about what type of worker you are.

Positive results for previous employers, you will be seen as a desirable candidate.



- Emphasize your accomplishments and provide a proof!



- **Explain obscure information.**

If you are applying to a position outside of your usual field, the person reading your resume might not have a full appreciation of your former duties. You can prevent this by including a few sentences of explanation under each job title.¹⁾



USE ACTIVE VERBS!

- Instructed
 - to make a detailed study of something in order to discover new facts
- Negotiated
 - to study or examine something in detail in order to understand or explain it
- Designed
 - to tell someone to do something, especially officially or as their employer
- Researched
 - to find out whether something works correctly or is satisfactory
- Analysed
 - to try to reach an agreement by discussing something in a formal way
- Discovered
- Recommended
- Tested
- Diagnosed

FIND DEFINITIONS FOR THE REST!



SOURCES:

- 1) WEILER, W. 50 Easy Tips for Getting Your Resume Read. In: *HiredMyWay Blog* [on-line]. [vid. 2013-9-3]. Dostupné z: <http://blog.hiredmyway.com/50-easy-tips-for-getting-your-resume-read/>
- 2) YATE, M. J. *Great Asnswers to Tough Interview Questions*. Sixth edition. London: Kogan Page, 2005

