

## ABOUT

It can be useful to have a short personal profile on your CV - especially when a cover letter is not required. This should be short and snappy but give an overview of you, your experiences, and your interest in the specific position. See this paragraph as a linking statement between the job description and your CV. This paragraph should change for each job you apply to and be specific to what your potential employer has asked for in their advertisement.

## EDUCATION & TRAINING

**Syracuse University, New York**  
B.A., *Global Professionalism*, 2018

- Minor: The Local Workplace
- Highlighted Coursework: Careers, Professional Writing, Jobs Online (use this space to showcase course experiences that are especially interesting or relevant to the job)

**SU London, United Kingdom**  
Semester Abroad, Fall 2017

- Studying the global workplace and history of art in Europe
- Volunteering with my program twice monthly
- Participating in a university-wide symposium on environmental justice

## TECHNICAL SKILLS

- Adobe Creative Suite
- Coding Languages (C++, HTML, Python)
- Microsoft Office Suite
- Social Media Management (Facebook, Flickr, Instagram, and Twitter)

## LANGUAGE SKILLS

- English (fluent)
- French (intermediate)

## REFERENCES

available upon request

## LAST NOTES

- review and proofread!
- save and send as a PDF

# SYRACUSE U. LONDON

*making a great CV stand out (bio line here)*

ldnlearningsupport@syr.edu | [linkedin.com/company/syracuse-university-london](https://www.linkedin.com/company/syracuse-university-london)

## PROFESSIONAL EXPERIENCE

### Employer Name

Position Name

- Key skill or accomplishment 1
- Key skill or accomplishment 2
- Key skill or accomplishment 3

### Office Location

Dates Held

### Make Me a CV

Formatting Editor

- Appealing to the eye through consistency is key: consider fonts, spacing & colors
- Making all lines the same verb tense, professional tone, and length aids readability
- Highlighting the most important information visually helps focus reader attention

### London, UK

June 2015 - present

### We Love 3s

Tres Trois

- Thinking naturally happens in groups of 3 for the human brain
- Listing THREE bullet points with details for each job entry is thus a smart thing
- Keeping each bullet point specific and short (one line only) helps things flow well

### Trio, Canada

March 2013

### Specificity, Inc.

Precision Administrator

- Being generic is expected and makes your application go to the bottom
- Using specific examples can help you stand out (e.g., "Increased sales by 57%")
- Targeting the job description and responding to their requirements is key

### Named City, CA

October 2016

## COMMUNITY ENGAGEMENT

### Organization Name

Position Name

- Key skill or accomplishment 1
- Key skill or accomplishment 2
- Key skill or accomplishment 3

### Volunteer Location

Dates Held

### Color Palette

Visual Coordinator

- Utilizing color can be a great addition to your personal brand
- Constructing a legible CV is most critical, though: colors shouldn't be a distraction
- Limiting yourself to a main color, used sparingly with a complementary color, is wise

### CMYK, Ireland

June 2015 - present

### Verb, Limited

Just Do It

- Taking action is key: start detail bullet points with exciting action verbs
- Tensing verbs the same (choose either '-ing' or '-ed') keeps you consistent
- Maximizing space, every line should say something different and use a unique verb

### Cairo, Egypt

March - July 2016

### Me, Myself, and I

All About You

- Owning your CV matters: use verbs that highlight your role in the position
- Summarizing your work is boring; instead highlight your most impressive feats
- Showcasing you is the ultimate point: focus on what you've done and contributed

### Union City, US

November 2017