

Резюме на английском

Hello! As I said before, English is the language of success! It gives you an opportunity to get a good job. If you speak English, you have a big privilege over your opponents, when you're interviewed at some company. What's more, you have a chance to work for a foreign company. But before you get a job there you have to apply for a position. And the way you usually apply for a vacancy is sending of your resume in English. So, I'd like to tell you about main rules of making one. How to make a resume in English properly?

First of all, in Europe the most common and right word is 'CV'. Of course you can hear about 'resume', but it's really rare there. What is this? CV? Let's have a look at the most general points about how to create a CV in English. And in the end of the article you can download my CV in English and use it as an example;)

So, a CV (*curriculum vitae from Lat.*) provides an overview of a person's experience and other qualifications. There are some instructions how to create a CV more properly:

1. Your CV shouldn't be too long. One or two pages it's enough. Why? So, it's going to be more convenient for a HR manager to have only one page of someone's CV. It's better for him to print it and make several copies of it. Otherwise, he can just lose some of pages. Keep it in mind, because it's really important. Your CV looks better if it has one page. One or two pages, no more.
2. In the very beginning write about the position which you wanna get.
3. Then follow your contacts.
4. Write your preferences concerning wages.
5. Then write about your work experience starting with your last job, but not too much, just main points.
6. Then about your Education.
7. Your technical skills: *good knowledge of PC (Internet, MS Office); etc...*
8. Foreign languages you can speak.
9. Qualities of character: *competence, sociability, active life position etc.*
10. Your interests.
11. And the last. **DON'T FORGET ABOUT YOUR PHOTO!!!** It's very important! 50% of CVs without a photo employers don't just look at!!! And it's even better to send several photos with your CV. But of course they should be related to a position you'd like to get. Don't send your summer photos on a beach, if you wanna work at bank.

That's it, guys. Good luck and take care!