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## HOW TO WRITE A CV

©*Khojakulova N., Alisher Navoi University of the Uzbek Language and Literature, Tashkent, Uzbekistan, nargiza.khodjaqulova.tuit@gmail.com, xodjakulova@navoiy-uni.uz*

## КАК НАПИСАТЬ РЕЗЮМЕ

©*Ходжакулова Н. Х., Университет узбекского языка и литературы имени Алишера Навои, г. Ташкент, Узбекистан, nargiza.khodjaqulova.tuit@gmail.com, xodjakulova@navoiy-uni.uz*

*Abstract.* An introductory enterprise letter is meant to make a very good effect with an ability customer. Writing a letter to introduce your business to someone entails shifting the focal point on your correspondent engaging his or her interest, and launching a conversation, as opposed to a lecture.

*Аннотация.* Вступительное корпоративное письмо предназначено для создания эффекта компетентности у заказчика. Написание письма для представления вашего бизнеса кому-либо влечет за собой смещение фокуса вашего корреспондента, привлечение его или ее интереса и начало разговора, в отличие от лекции.

*Keywords:* letter, syllable, correspondent, business letter.

*Ключевые слова:* письмо, слог, корреспондент, деловое письмо.

We live in a world of innovation sponsored communication. E-mails, writings, etc are most of our favoured modes of communication. In any case, letters still have a major utility and significance in our society. Particularly formal letters composed to specialists or proficient contacts, since they, by and large, remain on record. Let us learn the proper organization and dialect of formal letters.

A Business letter is a letter written in a formal language, usually used whilst writing from one enterprise organization to another, or for correspondence between corporations and their customers, clients and different external parties. It is critical to write a commercial enterprise letter to preserve contacts with the outside world along with different businessmen, customers, and government departments. It serves as a report for destiny reference and it's miles used to build goodwill. Each letter has personal standards as introduction, most important body, conclusion. The most important one is the introduction.

*Start with a bang.* Open with a sentence that grabs interest and establishes a reason to keep reading.

*Introduce yourself in terms that matter to the person to whom you're writing.* You can, refer to a previous meeting or mutual acquaintance.

*Tell the prospect what you can do for him or her.* Explain your offering by conveying benefits that the prospect can count on, rather than simply reciting a list of features involved.

*Keep your letter short. keep sentences short. Keep paragraphs short.* And limit the length to a single page

*Make a clear point.* Maybe you just want to say thanks. Maybe you want to tell the person that you'll be calling next week. Maybe you want to set an appointment. Or maybe you want to announce a good deal

*Edit and proofread* . Delete as many you can Then read the letter for accuracy double checking that you've spelled the recipient's name and address perfectly.

*Sign your letter*. A personally worded letter with original signature on good stationary can make a great impression.

#### *At first, what is CV?*

A CV, which stands for curriculum vitae that is Latin for “course of life”, is document used when applying for job. It allows you to show your education, skills and experience enabling you to successfully sell your abilities to perspective employers. These documents tend to be more concise and follow particular rules. Your CV should prove how you are perfect for the job.

What should a CV include?

A CV should include contact information, personal profile, experience, education, skills, interests and references.

#### *Contact information:*

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. You should not title your CV “curriculum vitae” as it is a waste of space. In contact details, your phone number and email address are essential. You just need to list your town and country.

#### *Personal profile:*

It is up to you whether or not you want to give this section. If you give, avoid general descriptions and provide clear example that demonstrate you have skills required for the job. To make the most of this section, you should try to address following:

Who are you?

What can you offer the company?

What are your career goals?

#### *Experience and employment history:*

Your employment history section gives you a chance to outline your previous job, internships and work experience. List your experience in reverse chronological order as your recent role is most relevant to the employer. When listing each position of employment, state your job title, the employers, the dates you worked. Try not to leave any gaps, although you may not have been in paid employment, it is likely that you were doing something at the time which you learned new skills from and demonstrate what responsibilities, achievements and experience gained.

#### *Education and qualification:*

Like your experience section, your education should be given in reverse chronological order. Start with the most recent or relevant university. Include the name the institutions and the dates you attended. List the qualifications and grades you achieved.

#### *Skills and achievements:*

In this section, you list the things you accomplished at your previous jobs and the skills such as computer skills and foreign languages you have developed through your experiences. This is also the section where you list any of your published works and other achievements.

#### *Hobbies/Interests:*

You should list any interests that are related to the job and make you stand out from the crowd. Try to give unique interests and hobbies that can draw employers' attention and portray you as a team-oriented individual than as a solitary, passive person.

#### *References:*

In this section, you may list people or organization that you have worked with in the past such as professors; previous employers etc. that have seen your work and can support praises that they

give you. Write their full names and contact information. Also you can state that references are available on request.

What should not CV include?

Avoid sending your letter with a photograph, unless it has been asked for.

Do not give information about birth date unless it is necessary for job.

Do not include explanation for job changes in your CV.

Do not include your salary details

Do not include family details and religion.

Do not include a conclusion statement at the end of the CV.

A few tips on formatting CV

No more than pages in length.

Use plain font

Check spelling and grammar

Use bullet points to market your responsibilities and achievements more concisely.

Keep layout clear and simple

Avoid color, borders elaborate design

Make sure you address the letter to the right person

Give particular attention to covering letter. Covering letter is a vital part of your CV as it is the first thing potential employer will see.

Use action verbs such as *accounted, addressed, established, delegated* etc.

Sample CV format

Name

Address, contact details

Personal profile

A brief statement about specific skills and experiences you have to offer the employer.

Education

Date course institution/university/collage/school

Classification grade/mark/awards/scholarship

Relevant work experience

Date position employer/firm

Include statements about duties/responsibilities/contribution

Include all paid and voluntary work

Professional skills

Language

IT skills etc.

Achievements and awards

Date achievement/award title and details

Interests

Be interesting!

Reference

To be provided on request (always make sure your references are aware you will be providing their details)

#### *Example for CV*

Jane Smith

243 Maple Street, Vancouver, BC, V2D 218

Jane.smith@mail.mcgill.ca 678-112-7867

Education

Bachelor of Arts: Sociology Major  
McGill University, Montreal, QS 2017-present  
James McGill Entrance Scholarship (\$10 000) 2017  
Peer educator 2017 present  
McGill Career Planning Service, Montreal, QC  
Meet the students to review and give feedback on their CVs  
Organize classroom presentation to promote CaPS activities and services  
Crew member 2014-2017  
Midnight Kitchen, Montreal, QC  
Worked in a team of 80  
VP Communications 2014-2016  
High School Student Society, Montreal, QC  
Managed all communications including monthly newsletter, social media and website  
Certification and skills  
CPR/ First Aid Certified May 2015  
Microsoft Office Suite: Word, Excel , PowerPoint, and Photoshop  
Interests/Hobbies  
Music: Over 10 years of experience as an active amateur musician in orchestras.  
Achieved Grade 8RCM standing in both trumpet and piano  
Sport: avid runner, cyclist and skier; annual participant in the Terry Fox Run.  
References available on request.

Example by Zarnigor, a student of TSUULL

CURRICULUM VITAE (Example Format)

PERSONAL DATA:

LAST NAME: (ALL CAPS) Name as it appears on your passport:

First Name: Middle Name / Other Names:

Physical Street Address for courier delivery (NOT A POSTAL BOX):

Telephone Home:

Telephone Mobile:

Telephone Office:

Email 1: Email 2:

Marital Status:

Date of Birth: DAY/MONTH/YEAR Example: 25/December/1968

Gender:

Country of Origin:

Present Nationality:

Languages and Fluency Level:

EDUCATION:

Degree Earned, Institution Name, Address, Start and End Date

Example:

MSc, London School of Hygiene & Tropical Medicine, Keppel Street, London

WC1E 7HT, UK, 08/1996 to 06/1998.

List only higher education certificates, degrees and diplomas. Primary, secondary or high school is not necessary

#### WORK HISTORY:

Job Title, Organization, Address, Start and End Date (Mo/Year), Name of Supervisor

Duties and accomplishments

Example:

Medical Officer, National Hospital, Lagos, Nigeria, 02/1999-Present, Supervisor: Dr. Chikwe Adatsi

Bullet list the duties associated with your position and your main accomplishments

Begin with the most recent position and work backwards. List all subsequent entries in the same manner and include bullet points for main duties, activities and accomplishments.

#### TRAINING AND PROFESSIONAL DEVELOPMENT:

Course Name, Venue (Institution, Address), Date

Example:

Epidemiology for Public Health Professionals, Emory University, Atlanta, Georgia, USA, 09/25/2006 – 10/27/2006.

It is not necessary to list publications or presentations on your CV for STOP purposes.

Photos on the CV are not necessary

Glossary:

Sample – a small amount of something that is examined in order to find out what it is

Experience- knowledge or skills that you gain from doing a job or activity

Layout-the way in which writing and pictures are arranged on a page

Font-a set of letters of particular size and style

Profile-a short description that gives important details about a person

Qualification-particular level of skill or knowledge in a subject

Websites:

<https://www.thebalancecareers.com>

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