

ΣΥΓΓΡΑΦΗ ΒΙΟΓΡΑΦΙΚΟΥ ΣΗΜΕΙΩΜΑΤΟΣ

ΠΗΓΕΣ: NATURE EDUCATION, MIT GLOBAL EDUCATION & CAREER SERVICES

Περιεχόμενα παρουσίασης

- CV / Résumé
- Πρότυπα βιογραφικών
- Προτεινόμενη οργάνωση βιογραφικού
- Παραδείγματα (Δομή, Σκοπός, Εκπαίδευση, Ερευνητική και εργασιακή εμπειρία)
- Μορφή βιογραφικού
- Ύφος βιογραφικού
- Προτεινόμενες πηγές

CV / Résumé

	CV	Résumé
Σκοπός	<p>“curriculum vitae”: η πορεία της ζωής</p> <p>✓ Σε Ευρώπη, Μ.Ανατολή, Αφρική, Ασία: αναζήτηση εργασίας (εντός και εκτός ακαδημαϊκού χώρου)</p> <p>✓ Σε ΗΠΑ: για ακαδημαϊκές, εκπαιδευτικές, ερευνητικές θέσεις, υποτροφίες καθώς <u>και</u> ερευνητικές θέσεις στη βιομηχανία</p>	<p>✓ Αναζήτηση εργασίας</p>
Περιεχόμενο	<p>✓ Εστιάζει σε ακαδημαϊκά επιτεύγματα (διδασκτική εμπειρία, δημοσιεύσεις σε βιβλία/ άρθρα/ βιβλία, διακρίσεις) και εκπαίδευση</p> <p>✓ Λεπτομερής περιγραφή</p>	<p>✓ Περιγράφει δεξιότητες, εμπειρία και εκπαίδευση</p> <p>✓ Περιλαμβάνει “Σκοπό - Objective”</p>
Έκταση	<p>✓ > =2 σελίδες</p>	<p>Στον Καναδά, τις ΗΠΑ και την Αυστραλία σημαντικά συντομότερο, μονοσέλιδη/ δισέλιδη περιγραφή</p>

Πρότυπα βιογραφικών

- ΕΕ: τυποποιημένη μορφή βιογραφικού Europass (Απόφ. 2241/2004/EC)
 - *(Μέχρι τον 7/2012, περισσότερα από 20 εκατ. βιογραφικά έχουν συμπληρωθεί online)*
 - <http://europass.cedefop.europa.eu/en/home>
- Τυποποίηση κατά περίπτωση (π.χ. σε επίπεδο εταιρείας) για αυτοματοποίηση διαδικασίας ελέγχου

[Σχετικό με το Europass](#)[Τα έγγραφα Europass](#)[Το Europass κι εσείς](#)[Μάθηση και εργασία στην Ευρώπη](#)[Χρήσιμο υλικό](#)

“ Πέντε έγγραφα που σας βοηθούν να παρουσιάσετε τις δεξιότητες και τα προσόντα σας με σαφή και εύληπτο τρόπο στην Ευρώπη ”

Βιογραφικό σημείωμα

Ένα έγγραφο που σας επιτρέπει να παρουσιάσετε τις δεξιότητες και τα προσόντα σας με τρόπο σαφή και αποτελεσματικό

Δημιουργήστε το CV σας διαδικτυακά

Ακολουθήστε τις οδηγίες και αποθηκεύστε το συμπληρωμένο έγγραφο (με μεταφόρτωση ή μέσω ηλεκτρονικού ταχυδρομείου).

Ενημερώστε το CV σας (PDF+XML) διαδικτυακά

Κατεβάστε τα έγγραφα του βιογραφικού σημειώματος (πρότυπο και οδηγίες) - και συμπληρώστε το βιογραφικό σας στον υπολογιστή σας.

Παραδείγματα

[Μάθε περισσότερα »](#)

Εθνικά Κέντρα Europass

Σε κάθε χώρα (στην Ευρωπαϊκή Ένωση και στον Ευρωπαϊκό Οικονομικό Χώρο), υπάρχει ένα Εθνικό Κέντρο Europass που συντονίζει όλες τις σχετικές με το Europass δραστηριότητες. Το Εθνικό Κέντρο Europass αποτελεί το πρώτο σημείο επαφής για κάθε πρόσωπο ή οργανισμό που ενδιαφέρεται να χρησιμοποιήσει το Europass ή να μάθε περισσότερα για αυτό.

[Μάθε περισσότερα »](#)

Το Europass κι εσείς

[Αναζήτηση εργασίας](#)

[Μαθητές η Φοιτητές](#)

[Εργοδότες](#)

[Εκπαιδευτικοί ή εκπαιδευτές](#)

[Διδακτικό Προσωπικό Τριτοβάθμιας εκπαίδευσης](#)

[Μάθε περισσότερα »](#)

Ευρωπαϊκό Διαβατήριο Δεξιοτήτων

Ένας φάκελος για να ενισχύσει το βιογραφικό σας

Δημιουργήστε το δικό σας Ευρωπαϊκό Διαβατήριο Δεξιοτήτων διαδικτυακά

Δώστε μια ολοκληρωμένη εικόνα των δεξιοτήτων και των προσόντων σας

Διαβατήριο γλωσσών

Ένα εργαλείο αυτοαξιολόγησης για τις γλωσσικές δεξιότητες και τα προσόντα

Κινητικότητα Europass

Ένα αρχείο των δεξιοτήτων που αποκτήθηκαν κατά τη διάρκεια μιας εμπειρίας εκμάθησης σε μια Ευρωπαϊκή χώρα

Συμπλήρωση πιστοποιητικού

Μια περιγραφή των δεξιοτήτων που αποκτήθηκαν από τους κατόχους των πιστοποιητικών επαγγελματικής εκπαίδευσης

Παράρτημα διπλώματος

Μια περιγραφή των δεξιοτήτων που αποκτήθηκαν από τους κατόχους πτυχίων ανωτέρων και ανωτάτων εκπαιδευτικών ιδρυμάτων

[Μάθε περισσότερα »](#)

Νέα

2/6/2014 New glossary - Terminology of European education and training policy (Second edition) ▶

11/4/2014 Europass cover letter editor is up and running ▶

11/12/2013 New Language Passport online ▶

16/10/2013 Europass website available in Macedonian ▶

1/8/2013 Europass interoperability portal launched ▶

[Europass Magazine »](#)

[Μάθε περισσότερα »](#)

Προτεινόμενη οργάνωση βιογραφικού

- Προσωπικές πληροφορίες (Όνομα, Διεύθυνση)
- Επιθυμητή θέση εργασίας / αντικείμενο απασχόλησης (ερευνητικά/ διδακτικά ενδιαφέροντα)
- Εκπαίδευση
- Ερευνητική εμπειρία
- Επαγγελματική εμπειρία
- Δημοσιεύσεις και παρουσιάσεις
- Δουλειές σε εξέλιξη
- Σχετική επαγγελματική εμπειρία
- Υποτροφίες / Διακρίσεις
- Ξένες γλώσσες
- Άλλα (συμμετοχή σε επαγγελματικές/ επιστημονικές ενώσεις, προσωπικά ενδιαφέροντα)
- Σύνοψη διδ. διατριβής, αν υπάρχει
- Συστάσεις (με τίτλο συστήνοντος, πανεπιστημιακό ίδρυμα, και στοιχεία επικοινωνίας)

Wei Li

1402 Smith Street #3
Rochester, NY 14606
(585) 243-1258
weili@rochester.edu

Objective

To apply my training in chemistry to maintain and improve water quality in the Great Lakes system.

Education

University of Rochester, Department of Chemistry
Master of Science

Rochester, NY

Expected Graduation: May 2010

Nanjing University, School of Chemistry and Chemical Engineering
Bachelor of Science

Nanjing, China

May 2007

Research Experience

Graduate Assistant, Applegate Lab, Department of Chemistry
University of Rochester

Rochester, NY

August 2007–Present

- Conduct research on algal blooms in inland lakes using high-performance liquid chromatography
- Develop preliminary model for predicting the growth of algal blooms
- Supervise and mentor three undergraduate researchers

Work Experience

Senior Teaching Assistant, Chemistry 203 and 204 (Organic Chemistry I and II)
University of Rochester

Rochester, NY

August 2009–Present

- Supervise and mentor three first-year teaching assistants
- Coordinate laboratory sections for a large lecture course
- Grade student exams and laboratory assignments

Teaching Assistant, Chemistry 203 and 204 (Organic Chemistry I and II)
University of Rochester

Rochester, NY

August 2007–May 2009

- Taught three laboratory sections for a large lecture course
- Held office hours and study sessions
- Graded student exams and laboratory assignments

Nanjing Science and Technology Museum
Research Intern

Nanjing, China

June 2006–August 2008

- Assisted in preparing exhibits on oceanography
- Created and conducted science activities for young students and visitors

Relevant Skills

Experience with sampling methods for aquatic environments; data analysis using SPSS and Microsoft

Personal data:

List your your name, address, phone number, and e-mail address. Be sure to use a professional e-mail address, such as that provided by your university or one that is based on your name.

Career objective:

Write a brief a thesis statement delineating your professional interests or goals.

Education:

List colleges and universities attended, dates, degrees, and majors. Sometimes this section may also include a list of courses that are relevant to the job requirements and your GPA or overall class standing.

Research experience:

If applicable, briefly describe any research projects you have worked on that are related to the job you are applying for.

Work experience:

Summarize any positions you have held that are relevant to the job you are applying for or that have given you valuable skills. Include the job title, employer name and address, dates of employment, and a description of your duties.

Relevant skills:

Provide information on your experience with certain kinds of instruments, analytical methods, or computer programs.

Awards, honors, publications, and grants:

List outside honors that show your accomplishments or your leadership abilities. Choose those that are most relevant to the job for which you are applying

Relevant Skills

Experience with sampling methods for aquatic environments; data analysis using SPSS and Microsoft Excel; fluency in Mandarin Chinese; conversational knowledge of German

Awards and Honors

Award for Excellence in Teaching by a Graduate Student, University of Rochester, May 2010
State Natural Science Award Third Class, Nanjing University, May 2007

Activities

Conversational Chinese Tutor
University of Rochester

Rochester, NY
January 2008-Present

- Hold individual sessions with students to improve their Chinese language skills
- Teach students about Chinese culture and customs

References available upon request

or your leadership abilities. Choose those that are most relevant to the job for which you are applying

Activities:

List any organizations that show your interest in your field or your leadership abilities. Keep them to a reasonable number. Do not appear so busy with leisure activities that you seem to spend little time on your actual work.

References:

Give names, affiliations, and contact information for people who can speak in favor of your application. If your résumé is fairly long, consider using “References available upon request” instead. Remember to provide a copy of your résumé to the people you have chosen as your references, and let these individuals know they might be contacted.

Σκοπός

“To use the impressive experimental and analytical skills honed and developed through numerous courses in biochemistry and my own research to improve the water quality of our nation’s system of lakes. To bring my proven team-building skills to bear in a competitive environment that will reward my leadership and vision.”

✓ μακροσκελές
✓ υπερφίαλο (-)

“To apply my training in chemistry to maintain and improve water quality in the Great Lakes system.”

✓ σαφές
✓ στοχευμένο (+)

“To work as a research chemist for Great Lakes Coastal Science Corporation.”

✓ προσαρμοσμένο σε
συγκεκριμένη θέση εργασίας (+)

Εκπαίδευση

- Αντίστροφη χρονολογική σειρά,
- αναφορά τίτλων,
- αναφορά σχετικών μαθημάτων σε περίπτωση μικρής εργασιακής εμπειρίας

Education

University of Rochester, Department of Chemistry
Master of Science

*Rochester, NY
Expected Graduation: May 2010*

Nanjing University, School of Chemistry and Chemical Engineering
Bachelor of Science

*Nanjing, China
May 2007*

EDUCATION

University of Wisconsin-Madison, Department of Plant Pathology
Bachelor of Science, expected December 2010
GPA: 3.72/4.0

Relevant coursework: Plant Disease Control; Principles of Integrated Crop Pest Management; Comparative Ecology of Microorganisms and Macroorganisms; Biology of Plant Pathogens; Plant-Bacterial Interactions

Ερευνητική και εργασιακή εμπειρία (1/2)

- αντίστροφη χρονολογική σειρά,
- σε περίπτωση άμεσα συσχετισμένης εργασιακής εμπειρίας με την επιδιωκόμενη θέση οι λεπτομέρειες στη συνοδευτική επιστολή

Research Experience

*Postdoctoral Researcher, Lender Lab, Department of Chemistry
Brown University*

*Providence, RI
January 2008–Present*

- Designed experiments to support lab research program on artificial photosynthesis
- Skill with computational data analysis
- Supervise and mentor first-year graduate students

Ερευνητική και εργασιακή εμπειρία (2/2)

Research Experience

Postdoctoral Researcher, Lender Lab, Department of Chemistry
Brown University

Providence, RI
January 2008–Present

- Designed experiments to support lab research program on artificial photosynthesis
- Skill with computational data analysis
- Supervise and mentor first-year graduate students

Research Experience

Graduate Assistant, Applegate Lab, Department of Chemistry
University of Rochester

Rochester, NY
August 2007–Present

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University of Rochester

Rochester, NY
August 2009–Present

- Supervise and mentor three first-year teaching assistants
- Coordinate laboratory sections for a large lecture course
- Grade student exams and laboratory assignments

- ρήματα σε παρελθοντικό χρόνο για προηγούμενες θέσεις, σε ενεστώτα για το παρόν
- αποκλειστικά ρήματα ή ουσιαστικά στη λίστα

Μορφή βιογραφικού (1/3)

- Χρησιμοποιήστε ευανάγνωστη γραμματοσειρά (π.χ. Times New Roman, Arial. Ελληνικές γραμματοσειρές από την Ελληνική Εταιρεία Τυπογραφικών Στοιχείων: <http://www.greekfontociety.gr>)
- Αποφύγετε έγχρωμο χαρτί ή χαρτί με γραφικά για την εκτύπωση
- Ξανακοιτάξτε το βιογραφικό προσεκτικά για λάθη στην ορθογραφία, τη γραμματική ή τη μορφή

Μορφή βιογραφικού (2/3)

Wei Li

1402 Smith Street #3
Rochester, NY 14606
(585) 243-1258
weili@rochester.edu

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- Grade student exams and laboratory assignments

*Teaching Assistant, Chemistry 203 and 204 (Organic Chemistry I and II)
University of Rochester*

Rochester, NY

August 2007–May 2009

- Taught three laboratory sections for a large lecture course
- Held office hours and study sessions
- Graded student exams and laboratory assignments

Personal information:

Like Wei, use a larger font for your name so that it stands out. However, do not use a font so large that it overwhelms the rest of your document. Usually, increasing the font size by one or two points is sufficient.

Section headings:

Use bold or italics for section headings so that the beginning of each section is clear. Here, Wei has presented her subject headings in bold and placed them on a separate line to draw the reader's attention.

Individual entries:

Highlight each individual entry in a section by using a different typeface for the job title, place of employment, location, and dates. Here, Wei has used italics so that the reader can easily find each individual job she has held.

Information to be emphasized:

Place information you want to emphasize nearer to the margins of the page, which will help that information stand out against the rest of the text. Because Western languages are read from left to right, English-speaking readers are likely to pay closest attention to information placed near the left side of the page. It is therefore wise to place section headings and job titles near the left margin.

Μορφή βιογραφικού (3/3)

Nanjing Science and Technology Museum
Research Intern

Nanjing, China
June 2006–August 2008

- Assisted in preparing exhibits on oceanography
- Created and conducted science activities for young students and visitors

Relevant Skills

Experience with sampling methods for aquatic environments; data analysis using SPSS and Microsoft Excel; fluency in Mandarin Chinese; conversational knowledge of German

Awards and Honors

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State Natural Science Award Third Class, Nanjing University, May 2007

Activities

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University of Rochester

Rochester, NY
January 2008–Present

- Hold individual sessions with students to improve their Chinese language skills
- Teach students about Chinese culture and customs

References available upon request

Dates:

Use consistent and specific date formats, and place all dates in the same vertical line down the page. Placing dates near the left margin of the page (beneath the job title) will draw the reader's eye down the page. Placing dates near the right margin, as Lei has done, uses the contrast between the date and the white space on the page to attract the reader's attention. Either method is acceptable.

Ύφος βιογραφικού

- Να είστε αντικειμενικοί και σαφείς
- Επιλέξτε λέξεις που παραπέμπουν σε αυτές της διατύπωσης της προσφερόμενης θέσης
- Να είστε ειλικρινείς, ό,τι αναφέρετε είναι εύκολα διασταυρώσιμο




Συχνά Λάθη στο βιογραφικό



Laszlo Bock fluencer
SVP, People Operations at Google

Follow

The Biggest Mistakes I See on Resumes, and How to Correct Them

Sep 17 2014 |  1,478,890  9,949  2,942 |    



- Πηγή: LinkedIn, 18/09/2014
- Lazlo Bock, SVP, People Operations, Google
 - ▶ Αξιολόγησε πάνω από 20000 βιογραφικά
 - ▶ Η Google λαμβάνει πάνω από 50.000 βιογραφικά την εβδομάδα
 - ▶ 100 προσλήψεις την εβδομάδα

Λάθος #1: Τυπογραφικά Λάθη

- 58% of resumes have typos [2013 CareerBuilder survey]
- People *who tweak their resumes the most carefully* can be especially vulnerable to this kind of error, because they often result from going back again and again to fine tune their resumes just one last time.
- **Typos are deadly** because employers interpret them as a **lack of detail-orientation**, as a **failure to care about quality**.
- The fix? *Read your resume from bottom to top:*
 - ▶ reversing the normal order helps you focus on each line in isolation
 - ▶ have someone else proofread closely for you

Λάθος #2: Μεγάλο μέγεθος

- A good rule of thumb: is **one page of resume for every ten years of work experience**.
 - ▶ A three or four or ten page resume simply won't get read closely.
 - ▶ "I would have written you a shorter letter, but I did not have the time" [Blaise Pascal]
- A crisp, focused resume demonstrates an ability to **synthesize, prioritize, and convey the most important information about you**:
 - ▶ the resume is a tool that gets you to that first interview
 - not to convince a hiring manager to say "yes" to you
 - or to tell your life's story (that's what a patient spouse is for).
 - ▶ Once you're in the room, the resume doesn't matter much. So cut back your resume. It's too long.

Λάθος #3: κακός μορφότυπος

- Unless you're applying for a job such as a designer or artist, your focus should be on making your resume **clean and legible**.
 - ▶ **At least 10-point font.**
 - ▶ At least 1,2 cm margins.
 - ▶ White paper, black ink.
 - ▶ Consistent spacing between lines, columns aligned, your name and contact information on every page.
 - ▶ If you can, look at it in both Google Docs and Word, and then attach it to an email and open it as a preview.
 - ▶ Formatting can get garbled when moving across platforms.
 - ▶ Saving it as a PDF is a good way to go.

Λάθος #4: παραβίαση εμπιστευτικότητας

- Candidates coming from companies with strict confidentiality policies often find ways to honour the letter of their confidentiality agreements but not the spirit.
 - ▶ “Consulted to a major software company in Redmond, Washington.” **Rejected!**
- At least 5-10% of resumes reveal confidential information, which tells me, as an employer, that I **should never hire** those candidates...unless I want my own trade secrets emailed to my competitors.

Λάθος #5: Ψέμματα

- Putting a lie on your resume is never, ever, ever, worth it.
- Everyone, up to and including CEOs, get fired for this.
- People lie about
 - ▶ their degrees
 - ▶ GPAs
 - ▶ where they went to school
 - ▶ how long they were at companies
 - ▶ how big their teams were,
 - ▶ and their sales results, always goofing in their favor.

Λάθος #5: Ψέμματα

- There are three big problems with lying:
 - ▶ You can easily get busted. The internet, reference checks, and people who worked at your company in the past can all reveal your fraud.
 - ▶ Lies follow you forever. Fib on your resume and 15 years later get a big promotion and are discovered? Fired. And try explaining that in your next interview.
 - ▶ Our moms taught us better. Seriously.
- So this is how to mess up your resume. Don't do it!
Hiring managers are looking for the best people they can find, but the majority of us all but guarantee that we'll get rejected.

Χωρίς σύνταξη όσοι προσλήφθηκαν με πλαστά δικαιολογητικά



20:45 | 30 Σεπ. 2014

Τελευταία ανανέωση 20:45 | 30 Σεπ. 2014

Μου αρέσει! Κοινοποιήστε 24 Tweet 3

g+1 0

Η υφυπουργός Διοικητικής Μεταρρύθμισης, Εύη Χριστοφιλοπούλου, δήλωσε πως όσοι δημόσιοι υπάλληλοι προσελήφθησαν με πλαστά δικαιολογητικά θα μείνουν χωρίς σύνταξη. Η σχετική ρύθμιση για μη συνταξιοδότηση αφορά όσους υπαλλήλους υποβάλλουν θα συνταξιοδοτούνταν από εδώ και πέρα και δεν θα έχει αναδρομική ισχύ.

ΔΕΓΓΕ



Από τις
17 Οκτ
μετεγγι



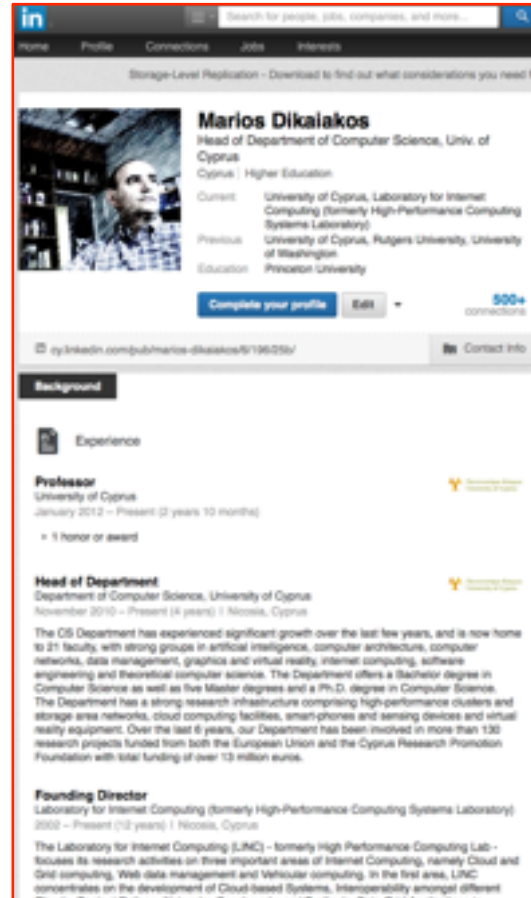
ΝΔ-ΠΑΣΟΚ-

Δημόσιο: 12.000 απολύσεις από τους Δήμους - Όσοι έχουν πλαστά πιστοποιητικά και όσοι προσλήφθηκαν χωρίς διαγωνισμό και κριτήρια φεύγουν άμεσα

Αποκαλυπτικότερος ήταν μιλώντας στην πρωινή εκπομπή του mega ο αναπληρωτής υπουργός Εσωτερικών Λεωνίδας Γρηγοράκος. Όταν ρωτήθηκε εάν ισχύει η πληροφορία ότι η τρόικα ζητά να απολυθεί το 40% όσων βγαίνουν σε διαθεσιμότητα έδωσε απάντηση που εξέπληξε. Γρηγοράκος: οι αποχωρήσεις από τους ΟΤΑ αρκούν να καλ...

Is the resume dead?

- In today's job market, people are getting hired in unconventional ways, such as showcasing work through social media or networking a direct path to decision makers on LinkedIn.



Marios Dikalakos
Head of Department of Computer Science, Univ. of Cyprus
Cyprus | Higher Education

Current: University of Cyprus, Laboratory for Internet Computing (formerly High-Performance Computing Systems Laboratory)
Previous: University of Cyprus, Rutgers University, University of Washington
Education: Princeton University

[Complete your profile](#) [Edit](#) **500+** connections

[cy.linkedin.com/pub/marios-dikalakos/519655b/](#) [Contact Info](#)

Background

Experience

Professor
University of Cyprus
January 2012 – Present (2 years 10 months)
• 1 honor or award

Head of Department
Department of Computer Science, University of Cyprus
November 2010 – Present (4 years) | Nicosia, Cyprus

The CS Department has experienced significant growth over the last few years, and is now home to 21 faculty, with strong groups in artificial intelligence, computer architecture, computer networks, data management, graphics and virtual reality, internet computing, software engineering and theoretical computer science. The Department offers a Bachelor degree in Computer Science as well as five Master degrees and a Ph.D. degree in Computer Science. The Department has a strong research infrastructure comprising high-performance clusters and storage area networks, cloud computing facilities, smart-phones and sensing devices and virtual reality equipment. Over the last 6 years, our Department has been involved in more than 130 research projects funded from both the European Union and the Cyprus Research Promotion Foundation with total funding of over 13 million euros.

Founding Director
Laboratory for Internet Computing (formerly High-Performance Computing Systems Laboratory)
2002 – Present (12 years) | Nicosia, Cyprus

The Laboratory for Internet Computing (LINC) – formerly High Performance Computing Lab – focuses its research activities on three important areas of Internet Computing, namely Cloud and Grid computing, Web data management and Vehicular computing. In the first area, LINC concentrates on the development of Cloud-based Systems, Interoperability amongst different



Moshe Ward

To see what the shares with friends, send him a friend request.

You and Moshe have 5 mutual friends.

About

Overview

Work and Education

Places He's Lived

Contact and Basic Info

Family and Relationships

Details About Moshe

Life Events

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No schools to show

No places to show

No relationship info to show



Mario Andriessen (@marioandriessen)

Benjamin Carlson (@benjamin Carlson)
Finally made it out to Mong Kok. The takeover of Nathan Road in some ways the most stunning sight I've seen so far.

21K TWEETS **4,239** FOLLOWING **180K** FOLLOWERS

jeewinvasagar (@jeewinvasagar)
German media to Google: pay us for snippets. Google to German media: Nope. We're dumping your snippets. on its own! MGDG

Brian Armstrong (@brian_armstrong)
Combase is now available in 8 more countries (blog.combase.com/post/58822655...). Our team is amazing and crushing it.

Wang Feng (@wang Feng)
'A HK version of Color Revolution': Beijing's harshest warnings yet on eOccupCentral (scoop.com/news/china-ins...by-richard067)

Is the resume dead?

- Even with many new ways of searching for a job, a well-crafted resume can still be effective for getting over the first hurdle of the hiring process.
- Three things to keep in mind when crafting your resume:
 - ▶ Results, not objectives
 - ▶ Find the threads in your work story
 - ▶ Internal referrals, not resume factories

Results, not objectives

- The average reader spends 5-9 seconds skimming a resume.
 - ▶ In these fleeting seconds, they want to see that you have the exact experience to solve the kinds of business problems they are hiring for.
 - ▶ When you begin your resume with results, you answer the main question in the hiring manager's head: Can this person solve my problems on day one?
- Old advice: Write your employment objective at the top of your resume:
 - ▶ "Objective: Obtain a position that would allow me to demonstrate my excellent project management, team and technology skills."
- New advice: Write a hard-hitting skill summary at the top of your resume. Example:
 - ▶ "Summary: Experienced project / team leader with demonstrated results such as:
 - Installed a new labor scheduling system, yielding \$5 million of annual benefit
 - Coordinated global team across 15 countries, reduced attrition rate from 20% to 5% over 12 months

Find the threads in your work story

- Career paths are no longer linear.

- Due to increased layoffs, market shifts and new opportunities created by technology, more and more people experience a number of different work modes in the course of their career.
- You can't expect the hiring manager to understand how ten years as a marketing manager at IBM, followed by a two years as a stay-at-home dad, followed by three years as a coffee entrepreneur make you the perfect person to head up their business development team.

- You need to narrate your own story, and show the threads that weave through your different work activities. Then tie these threads to the critical skills and experience required for the job.

- To find these threads, look at all the work you have done over the course of your life and see if you notice overarching themes. You might find themes like *"pursuit of excellence," "revenue generation" or "customer service."*
- Use these themes when you summarise your experience in your cover letter, as well as the description of each job on your resume.

Internal referrals, not resume factories

- You are much more likely to get noticed if your resume comes through an internal referral, instead of submitting it through a large, anonymous job site.
- Using your own network combined with research on LinkedIn, see if you have a contact inside the company who would be willing to put in a good word for you, and forward your resume to the hiring manager.
- Many companies have learned that the best job candidates come from valued employees.
- **Resumes are not dead**, but they are now *one small part* of a networked, social environment where information is readily available about you on Google.
- Shape your own story, and you are much more likely to get hired.

Πώς να βρείτε δουλειά στη Google;

How to get a job at Google. T. Friedman, NYT, 19/4/2014 - βασισμένο σε συνέντευξη με τον L. Boch

- Your college degree is **not a proxy anymore** for having the **skills or traits** to do any job
- Among 18- to 22-year-olds “**most don’t put enough thought into why they’re going, and what they want to get out of it.**”
 - ▶ Society wants an informed citizenry, where everyone has a baseline of knowledge from which to build skills. But, don’t just go to college because you think it is the right thing to do and that any bachelor’s degree will suffice.
- “The first and most important thing is to be explicit and wilful in making the decisions about what you want to get out of this investment in your education.”
- It’s a **huge investment of time, effort and money** and people should think “**incredibly hard about what they’re getting in return.**”

Required skills and traits by Google

- Grit - κουράγιο, αποφασιστικότητα, δύναμη χαρακτήρα
 - ▶ “Students pick easier majors despite less pay” [Wall Street Journal 2011]
 - ▶ You are much better off being a B student in CS than an A+ student in English because it signals a **rigour in your thinking** and a **more challenging course load**.
- General cognitive ability - the ability to learn things and solve problems
- Invaluable is the ability to **understand and apply information** — so, basic computer science skills. To just understand how [these] things work **you have to be able to think in a formal and logical and structured way**.
 - ▶ Analytical training gives you a skill set that differentiates you from most people in the labor market.”
 - ▶ If you want your job tied to where you are, you need to be: A) **quite good at it** and B) **very adaptable** so that you have a baseline skill set that allows to do very different things - this requires a baseline capability that’s **analytical**.

Required skills and traits by Google

- Humans are by nature **creative** beings, but not by nature **logical, structured-thinking** beings.
 - ▶ Those are skills you have to learn.
 - ▶ One of the things that makes people more effective is if you can do both.
 - ▶ If you're great on both attributes, you'll have a lot more options.
- Liberal arts still “**phenomenally important**,” especially when you combine them with other disciplines
 - ▶ The most interesting things are happening at the intersection of two fields.
 - ▶ You need some people who are *holistic thinkers* and have *liberal arts backgrounds* and some who are *deep functional experts*.
 - ▶ Building that balance is hard, but that's where you end up building great societies, great organisations.

The value of humanities

- The value of great philosophy **hardly ever lies in the punch line.**
- It lies in the arguments — **intricate, detailed arguments.**
 - ▶ And the sad fact is that this sort of thing cannot be conveyed in headlines, or even in a 17-minute TED talk.
- Like discoveries elsewhere in the humanities, discoveries in philosophy are *incompressible*: ***Their interest can only be conveyed at length by taking one's interlocutor through the argument.***

Gideon Rose, Stuart Professor of Philosophy, Princeton University [PAW, 9/07/14]

Required skills and traits by Google

- How to write a good resume:

- ▶ frame your strengths as: *'I accomplished X, relative to Y, by doing Z.'*
Most people would write a résumé like this: *'Wrote editorials for The New York Times.'* Better would be to say: *'Had 50 op-eds published compared to average of 6 by most op-ed [writers] as a result of providing deep insight into the following area for three years.'*
- ▶ Most people don't put the right content on their résumés.

- What's your best advice for job interviews?

- ▶ "What you want to do is say:
 - Here's the attribute I'm going to demonstrate;
 - here's the story demonstrating it;
 - here's how that story demonstrated that attribute.
 - And here is how it can create value.

Required skills and traits by Google

- “Most people in an interview don’t make explicit their thought process behind how or why they did something and, even if they are able to come up with a compelling story, they are unable to explain their thought process.”

Προτεινόμενες πηγές (1/2)

- <http://www.nature.com/scitable/topicpage/r-sum-s-13988471> **Nature Education**
- <http://gecd.mit.edu/sites/default/files/2011workbook.pdf> **MIT Career Development Handbook 2011-2012**
- <http://www.mcgill.ca/caps/students/job-search/cv/> **McGill University**
- <http://europass.cedefop.europa.eu/> **EUROPASS - CV's for European countries**
- Και για Συμβουλευτική: <http://www.ucy.ac.cy/goto/acafsw/el-GR/goto/acafsw/el-GR/CareerOffice.aspx> **Γραφείο Σταδιοδρομίας ΥΣΦΜ Πανεπιστημίου Κύπρου**

Προτεινόμενες πηγές (2/2)

- *The Basics of Science CV's (Chronicle of Higher Education):* <http://chronicle.com/article/The-Basics-of-Science-CVs/46275/>
- *The Basics of CV's: A Sample Research CV (Chronicle of Higher Education):* <http://chronicle.com/article/The-Basics-of-Science-CV/46273/>
- *"CV Doctors" Mary Heiberger and Julia Miller Vick (The Chronicle of Higher Education) Advice for five CVs (social sciences, education, humanities, fine arts, and the sciences):* <http://chronicle.com/article/The-CV-Doctor/45687/>
- *Rework the CVs of two faculty members and an administrator at various stages in their careers:* <http://chronicle.com/article/CV-Doctor>Returns-English/48629/>
- UC Berkeley's advice on creating a CV: <http://career.berkeley.edu/Phds/PhDCV.stm>
- *How to Craft a Winning Resume and CV (ScienceCareers.org)* http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume