

The secret of writing professional English CV

The basics to note about the form of the CV, how to use keywords, English verbs and many other interesting things to highlight the resume.

Impressive writing Vietnamese CV is difficult, now writing resumes in English is even more difficult if you have not grasped some "tips". In this article, let's learn the secrets to getting a copy of an English version of the CV.

Uncovering the following is not only about understanding the basics of your CV, but also of using keywords, English verbs and many other interesting things to highlight the lake. job application.

Basic notes when writing English CV

1. No need to title Curriculum Vitae

Instead, please name the file as [your name] _ [application location]. In addition, in the job description, some employers have clearly stated the way to name the CV, so you need to take note to do the right thing.

2. Use verbs in the form of V-ing

A very common mistake for beginners to write English CV is to use the form of an inappropriate verb, for example, sometimes use "to + V" , sometimes "V-ing" or sometimes only V stands at the top of the sentence. However, this writing completely makes you be underestimated by employers.

The advice here is to agree on how to use the verb in your entire resume. It is best to use V-ing to show professionalism, and to increase the impression of employers.

3. Avoid lengthy writing

CV is not a place for you to show off your English. Therefore, do not write long lines and use complex words.



You should briefly, fully and specifically present your skills. Plus, you don't need to write complete sentences that can be broken down into main ideas.

4. Avoid repeating words

Don't forget to flexibly use the words in your CV and especially avoid word duplication. Because this can make employers evaluate you with poor vocabulary or not invest time to carefully prepare your CV.

5. Avoid using cliché, generic words

Employers do not have time to explain the words you use. Therefore, do not write in a general, vague way, but concretize your skills and experience.

For example, "*team player*" (teamwork / teamwork) and "*hard worker*" are very empty words. Because they do not clearly demonstrate how you have created value for the company you have done before.

8 words should not be included in English CV under CareerBuilder survey:

1. Think outside of the box (think outside the box, be creative).
2. Synergy (interaction, synergy).
3. Go-to person (someone who can solve good problems).
4. Thought leadership (leader by leading thought).
5. Value add (add value).
6. Results-driven (towards results).
7. Strategic thinker.
8. Dynamic (dynamic).

25 words should be careful when putting in English CV:

1. Aggressive: Explosive

2. Ambitious: Ambition
3. Competent: Ability
4. Creative: Creative
5. Detail-oriented: Pay attention to every little detail
6. Determined: Assertive
7. Efficient: Effective
8. Experienced: Experience
9. Flexible: Flexible
10. Goal-oriented: Good goal orientation
11. Hard-working: Hardworking
12. Independent: Independent
13. Innovative: Breakthrough in thinking
14. Knowledgeable: Good knowledge
15. Logical: Think logical
16. Motivated: Ability to motivate others to work
17. Meticulous: Meticulous
18. People person: Public person
19. Professional: Professional working style
20. Reliable: Reliable
21. Resourceful: Resourceful
22. Self-motivated: Ability to create self-motivation for yourself
23. Successful: Success
24. Team player: Good teamwork skills
25. Well-organized: Able to organize good work



15 words should be included in the resume

1. Achieve (achieved)
2. Improve (improvement / progress)
3. Train / Mentor (training / mentoring)

4. Manage (succeed in something)
5. Create (creative)
6. Resolved
7. Volunteer (volunteer)
8. Influence (influence)
9. Increase / Decrease (increase / decrease)
10. Idea (ideas, ideas)
11. Negotiate (negotiate, negotiate)
12. Launch (launch, start)
13. Revenue / Profits (revenue / profit)
14. Under budget (savings, spending within allowable limits)
15. Win (win)

Action verbs and verbs should be used in your CV and cover letter

1. Absorb, Accelerate, Access, Accomplish, Accrue, Acquire, Achieve, Activate, Adapt, Address, Adjust, Administer, Advertise, Advise, Advocate, Affirm, Aid, Alert, Align, Allocate, Analyze, Apply, Appraise, Approve, Arbitrate, Arranged, Assemble, Assess, Assign, Assist, Attain, Authorize, Award.
2. Begin, Brief, Bring, Broadcast, Budget, Build, Calculate, Campaign, Certify, Chaired, Change, Chart, Check, Choose, Clarify, Classify, Coach, Collaborate, Collate, Collect, Combine, Communicate, Compare, Compile, Complete, Comply, Compose, Compute, Conceptualize, Conclude, Condense, Conduct, Confer, Configure, Connect, Conserve, Consolidate, Construct, Consult, Contact, Continue, Contribute, Control, Convert, Convey, Convince, Coordinate, Correspond, Counsel, Critique, Cultivate, Customize.
3. Decide, Declare, Decline, Decorate, Dedicate, Define, Delegate, Deliver, Demonstrate, Depreciate, Describe, Design, Determine, Develop, Devise, Diagnose, Direct, Dispatch, Dispense, Distribute, Document, Draft.
4. Edit, Educate, Emphasize, Encourage, Enforce, Engineer, Enhance, Ensure, Establish, Estimate, Evaluate, Examine, Execute, Expand, Expedite, Explain, Fabricate, Facilitate, Finance, Focus, Forecast, Formulate, Foster, Fund, Furnish, Gain, Generate, Graduate, Greet, Guide, Handle.
5. Facilitate, focuse, finance, fuel, figure, fit, form, fortify, function, formulate.
6. Guide, group, give, garner, grant, generat, guarantee, gatherx, graph.
7. Hire, handle, help, head.
8. Improve, identify, install, inspire, interview, issue, invest, illustrate, implement, incur, innovate, inspect, invent, interpret, inaugurate, inform, Bruce, instill, incorporate.
9. Judge, join, justify.
10. Locate, lecture, launch, litigate, lobby, lead, listen.
11. Master, manage, merchandise, modify, meet, minimize, model, measure, moderated, motivate, multiply, market, maximize, move, mediate.
12. Negotiate, notice, navigate, network.
13. Operate, own, observe, oversee, organize, obtaine, orient.
14. Participate, print, propose, pursue, persuade, perceive, preserve, processe, promote, plan, performe, pioneer, pass, prioritize, provide, profile, polle, present, procure, purchase, place, permit.
15. Quote, qualify, question, query.
16. Rank, resolve, receive, reward, revise, revitalize, revamp, respond, restore, reject, reinforce, reinstate, rehabilitate, remedy, redesign, recruit, recover, record, reduce, replace, retain, retrieve, reverse, run, raise, reach, review.

17. Save, secure, stabilize, schedule, screen, settle, separate, send, select, shape, shorten, show, sign, simplify, sell, stage, standardize, steer, cer, strategize, survey, support, supply, substantiate, set goals , supervise.
18. Train, tabulate, take, travel, transform, test, transfer, tailor, target.
19. Utilize, uncover, unite, update, execute, unify, upgrade.
20. Verify, value, validate, visit.
21. Witness, work, weigh, write, win, welcome.

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