

English Lesson 3

Curriculum Vitae

How to make a CV (Curriculum Vitae)

A Curriculum Vitae (CV) is a document that contains information about a person's educational history, work experience, skills, and other qualifications. A CV is one of the most important elements in a job search, as it provides a comprehensive overview of an applicant's background and potential.

Why is a CV Important?

CVs are important because they give recruiters the opportunity to evaluate an applicant's qualifications and suitability for the position. By looking at a CV, recruiters can see previous work experience, skills possessed, education, certifications, and other relevant achievements. CVs can also give an idea of a person's personality and character through additional information such as interests and hobbies.

Functions and Benefits of Curriculum Vitae

1. Function of Curriculum Vitae

Some functions of curriculum vitae that need to be known:

- Introducing yourself to the company.
- Classify applicants based on their level of education and experience.
- Knowing the abilities and skills of applicants.
- Knowing the nominal salary that is appropriate for an applicant.

2. Benefits of Curriculum Vitae

In the curriculum vitae explains self-description, personal information, personal data and so on. With a curriculum vitae, companies or individuals can check and know the applicant's career development. CVs can also give an idea of a person's personality and character through additional information such as interests and hobbies.

So, a curriculum vitae is useful so that the company or individual knows and also gets an overview of the job applicant.

Effective CV Structure:

a. Personal Information

Start your resume by providing clear and up-to-date personal information, such as your full name, address, phone number, and email address. Make sure your contact information is easily accessible and active.

b. Profile Summary

Add a brief profile summary that highlights your skills and experience related to the position you are applying for. This profile summary should grab the recruiter's attention and make them want to read more.

c. Education History

List your education history in reverse order, starting from the last education you attended. Include the name of the institution, degree earned, year graduated, and any other relevant academic achievements.

d. Work Experience

Describe your work experience in detail. Include the company name, position held, start and end dates, responsibilities and achievements while working there. Also include any internships or notable projects that are relevant to the job you are applying for.

e. Skills and Qualifications

Mention your skills and abilities, both technical and interpersonal. Examples of technical skills include the use of certain software or programming languages. Meanwhile, interpersonal skills include leadership, teamwork, or good communication skills.

f. Certifications and Training

If you have any certifications or training relevant to the job you are applying for, list them in this section. Additional certificates or training can add value and show your commitment to personal development.

g. Additional Activities and Awards

Describe any extracurricular activities, organizational memberships, or awards you have earned. These can give an idea of your interests, leadership, or social contributions.

3. Curriculum Vitae Characteristics

Some characteristics of Curriculum Vitae that need to be known:

- Using formal language and according to EYD.
- Contains information or self that is suitable for the job being applied for.
- Using an attractive design, but not excessive.
- Neatly organized.

4. Purpose of Curriculum Vitae

- To inform the employer about your personal details such as education, work experience, skills and interests.
- To get an interview for a specific job you have applied for.
- To show how you meet the criteria for the job you are applying for.
- To showcase your qualities and convince the employer to invite you for an interview.

A curriculum vitae is a snapshot of your career history, it is used to evaluate your suitability for the specific role you have applied for.

5. Types of Curriculum Vitae

- Curriculum vitae by chronological order

This curriculum vitae prioritizes education and work experience in chronological order, good for use when one has the same type of job throughout one's career, so this type of curriculum vitae will show one's career progression. This type of curriculum vitae is preferred by some employers because of its format, which starts with the most recent work experience.

- Curriculum vitae based on skills

This type of curriculum vitae focuses more on skills than work experience. Its function is to convince employers that a person has the skills needed to do the job.

This type of curriculum vitae is suitable for fresh graduates and people who want to change jobs to a different field from their previous work field.

- **ATS Based CV**

One of the most universal types of CV that is accepted by many scholarship providers and large companies is the ATS-based CV. What is an ATS-based CV?

Curriculum Vitae ATS is a good resume format that can be sorted based on Applicant Tracking System (ATS) software or application. ATS itself is software used by companies to support the selection and recruitment process of candidates.

ATS or Applicant Tracking System itself is software that is used to assist in the screening or selection process of prospective employees or scholarship recipients. ATS can simplify the recruitment process because this system can recognize and scan each applicant's CV, both scholarships and jobs.

Upon receiving a CV from an applicant, the system can immediately make a selection according to the company's pre-agreed requirements, such as years of work experience, GPA, and skills needed by the company. Of course, the recruiter does not have to look at the contents of the prospect's resume individually, so the recruiter can easily select a large number of prospects.

This type of ATS friendly CV will make it easier for recruiters to select a very large number of employees. This is because the ATS Friendly CV will be automatically read and selected directly by the system called ATS.

ATS Friendly CV Standard

The purpose of an ATS friendly resume is to ensure that your resume is read by the system and has a chance to proceed to the next stage of recruitment. In order to be read by the ATS, your resume must have at least the following characteristics:

- It should be written in English. This makes it easier for the ATS to read resume content such as your skills or experience.
- It should not be more than 2 pages long. The number of pages also affects the readability of your resume.
- Use standard fonts. Yes, the goal is to be readable by the system. Use fonts like Arial, Helvetica, Times New Roman, or other standard fonts.
- The font size should also not be less than 11.
- Include contact information. Personal data is also a mandatory part at the top of the CV which contains your name, email address, and telephone number.
- Simple CV design. Readability is also affected by the color choice of your resume. ATS resumes usually only use black and white.

When to Use ATS Friendly CV?

There are no specific rules on when to use an ATS Friendly CV or not. In fact, this ATS Friendly resume can be used not only for job hunting, but also when you want to apply for scholarships, internships, and other activities that require a CV.

1. Use when Applying for Large-Scale Scholarships

The ATS Friendly resume can be used not only for job hunting but also for scholarship applications. Scholarships with a large number of applicants, in particular, look more professional and make it easier for

people to read your resume. For example, when you apply for a national scholarship that covers the whole of Indonesia, or when applying for an overseas scholarship.

2. When Applying to Large Companies

Big companies tend to use ATS software in their selection process, so if you want to apply to a big company, you can use this ATS Friendly CV. There are some, but not all, characteristics that indicate companies use ATS software in their recruitment process.

One of the characteristics is that they have their own career website. They usually use the ATS system to help them complete the selection process easily. However, despite having their own career website, there are still some companies that opt for manual resume writing.

How to Make an ATS Friendly CV?

After we have discussed the meaning and benefits of CV ATS Friendly, then the next step is how to make CV ATS Friendly. It's not difficult to make it, you just need to follow the following guidelines:

Use a simple template or design

The ATS Friendly CV is designed to be discreet. It doesn't have to be designed to look big and beautiful. Because the ATS system only reads the data received and the design is simple and uncluttered. Focus on your resume, experience, and skills. The point is to increase the number of important posts and keep it simple!

Use the correct left-to-right, top-to-bottom format. So look for templates from the top left. Also, make sure the order is the way you want it, starting with a self-introduction and ending with other skills and experience.

Use job-related keywords

Keywords are the main point of having an ATS-friendly resume. ATS systems filter information based on certain keywords. So write keywords related to the position you are applying for and get more points. You can clearly describe things like Google Analytics and Search Engine Optimization/SEO. When you find a job on a job portal, write down keywords that match the job description. Don't make typos when creating your resume!

Avoid graphics, symbols and other decorations

I'm sure you've heard that we don't give much credit to ATS-friendly resumes. So what you should consider is avoiding images, graphics, icons, text boxes or text boxes, and less common fonts. You can use common fonts that are used to create resumes. Make sure it is not too small.

However, you can add appropriate headings and subheadings. Self introduction, skills, work history, etc. To allow our system to process information accurately and accurately.

Use points and numbers

Points and numbers have become commonplace when creating a resume. So, make it a habit to use bullet points and numbers to describe your work experience or explain something else. This system is easier to read and distinguish if it is explained one by one rather than paragraph by paragraph. Remember to use standardized shapes: round or square.

One Position, One Company

If you want to apply for a job with an ATS-matched resume, please make a job offer to that company. Do not put resumes for different job titles in one place. Everyone will likely pass the system check, but your resume will be read by the hiring manager or recruiter. This lets them know what position you are applying for and makes it look like you are not focused on the position.

Use the correct file format

The correct file type for an ATS Friendly CV is PDF or docx. Do not save in JPEG/JPG or PNG, as the ATS system cannot read photo formats. However, the docx format is most suitable as this is the format that can be deciphered accurately by the system.

Example of ATS CV

ELING WENING PANGESTU, S.I.Kom., M.A.

08112321095 | elingpangestu@gmail.com | <https://www.linkedin.com/in/eling-wening-pangestu/>

Pringgondani I RT 002 RW 001, Desa Madukoro, Kecamatan Kotabumi Utara, Kab. Lampung Utara, Prov. Lampung, Indonesia 34511

Become an educator who is responsible for building human civilization. Concerned with education of media & cultural studies, and gender issues.

Work Experiences

STIE YPBI - Jakarta, Indonesia

May 2023 - Present

Lecturer of Bachelor in Management - E-Learning Program Millennial Entrepreneur Class (MEC)

- Organizational Behavior Course
- Business Communication

Timur Malaka Institute - Yogyakarta, Indonesia

Jul 2023 - Present

Researcher

- Managing research focused on media and gender studies, indigenous peoples and higher education issues
- Analyzing grassroots issues and making research plans, conducting field research, analyzing data and writing research reports

Polmark Reserach Center - Yogyakarta, Indonesia

Sept 2023

Enumerator- Project Base

- Responsible for collecting data by following the survey protocol established in the research project Views & Expectations on the Social and Political Situation of Yogyakarta Special Region 2023
- Securing data and information in accordance with research safety and ethical standards, conducting meticulous data quality control and ensuring that the data collected is properly verified
- Contribute to data analyzing by entering the collected data into the system or application used for the research project and reporting the results of data collection to the researcher in charge of the project

Telkom University - Bandung, Indonesia

Aug 2020 - Present

Lecturer Assistant of Kharisma Nasionalita, M.A.

Helping the process of learning with the subject:

- Communication Theory
- Media Technology and Ecology
- Capita Selecta Communication
- Disaster Communication
- Ethics, Policy, Media Law

GIZ Indonesia - Jakarta, Indonesia

Aug 2022 - Oct 2022

Consultant Assistant-Project base

- Survey for National Policy Recommendations for the Elimination of Sexual Harassment (SEAH) in Workspaces at GIZ Indonesia Offices

PT. Andalan Pratama Indonusa - Tangerang, Indonesia

May 2021 - May 2022

Business Development & Relationship Management (BDRM)

- Establish good relations and cooperation with clients and potential clients

SHAREit Technology - Jakarta, Indonesia

Sep 2020 - Apr 2021

Content Understanding

- Content Censor
- Management Content
- Labeling Content

Litbang Kompas

Feb 2018 - Jun 2018

Surveyor

- Survey for West Java Regional Head Election

Education Level

Universitas Gadjah Mada - Yogyakarta, Indonesia

Sep 2020 - Jul 2022

Master degree in communication science, 3.80/4.00

- Media and Cultural Studies

Universitas Telkom - Bandung, Indonesia

Aug 2015 - Jul 2019

Bachelor Degree in communication science, 3.51/4.00

- Broadcasting

Organisational Experience

Artsforwomen/PeaceWomenAcrosstheGlobe (PWAG) Indonesia - Jakarta, Indonesia

Jul 2020 - Present

Volunteer

- Managing social media
- Online campaign
- Create online events

Aliansi Mahasiswa Pascasarjana (ASMARA) UGM - Yogyakarta, Indonesia

Jul 2020 – Jul 2022

BEM KEMA Telkom University - Bandung, Indonesia

Jan 2017 - Jan 2018

Minister

- Ministry Cabinet Secretary

Aksara Jurnalistik Telkom University - Bandung, Indonesia

Jan 2015 - Jan 2016

Pimpinan Redaksi PODIUM Magazine

Research Experience

Jurnal Perempuan (JP114) – Sinta 2

Mei 2023

The Knowledge and Skill to Articulate Sexual and Reproductive Health and Right among Indigenous Young Women in Papua

Book Editor – Penerbit JSI Press

Jully 2023

Obituari Sang Hakim (memoar luka seorang perempuan)

Thesis – Repository UGM

Jul 2022

Women and Childfree: Critical Discourse Analysis Childfree Discourse Contest on Twitter Account @salmanitb

Seminar Speakers Experience

Pusat Studi Wanita (PSW) UGM – Moderator

Feb 2023

Kekerasan Berbasis Gender Online 2: Membaca dan menyikapi Manipulasi dalam “Spill-spillan” di Ruang Digital

Pusat Studi Wanita (PSW) UGM – Speaker

Feb 2023

Kekerasan Berbasis Gender Online: Peran Kampus dalam Membaca “Spill-Spillan” Anak Muda di Ruang Digital

Jagatsetara & PWAG Indonesia – Speaker

April 2022

Relevansi Pemikiran Kartini dengan Gerakan Perempuan Masa Kini

Jagatsetara & PWAG Indonesia – Moderator

April 2022

Posisi Perempuan dalam Budaya, Seni dan Lingkungan

Forum Kajian Perempuan Ponorogo – Speaker

Des 2021

Budaya Populer dan Perempuan

Kalyanamitra, KPI & PWAG Indonesia – Speaker

Oct 2021

Menyambut Dekade Baru Gerakan Feminisme

Achievement

Beasiswa Unggulan Kemdikbud Ristek – Awardee

2020-2022

Beasiswa jenjang S2 Program Studi Magister Ilmu Komunikasi UGM

