

Homework no. 7 CV (Curriculum Vitae)

A CV is your professional biography and it is something you will need to write and have throughout your entire professional working life. Although CVs come in different forms all contain the same basic elements.

Personal Information

Here you need to write your name (first name and surname), date of birth and contact information. Contact information includes your e-mail address, telephone number, and other contact information you might have. You can choose to add a photograph of yourself, this is usually optional, but the photograph must be recent and it's best to use those for official documents.

Education

Here you need to write about your education up to this period. It's best to write in reverse chronological order, starting from your most current position. As you have not yet completed your undergraduate studies you can add your secondary school/high school education. You can also add which scientific fields/courses you are most interested in. *Remember:* you are studying physical chemistry at the Faculty of Physical Chemistry of the University of Belgrade, Republic of Serbia.

Skills

Here you can write about any skills you might have. This includes computer skills, languages, etc. You also might like to add any specialized computer programs, language proficiency level, laboratory skills, use of laboratory equipment/tools.

Work experience

As you are still undergraduate students you may not have much work experience however here you can also mention any volunteer work you may have done for example for the Science Festival or any of the other events organized by our Faculty.

Remember: when writing your CV, form and appearance matter, it should not be longer than one page, it should have plenty of information about yourself, it should be factually correct and don't forget to do a spellcheck.

Online you can find many examples and ideas for how your CV should look like, so please take the time to explore. Something you could find useful as well as is the Europass CV. Europass offers a standardized CV for EU member states, the website also includes examples of the Language passport which can help standardize your language skills as well as help with writing a cover letter, diploma and certificate supplements, and offers other useful information.

<https://europass.cedefop.europa.eu/>