

Applying for a Job Abroad (2): Adapting a generic CV

These materials have been designed to complement **Unit 2** of *Teaching Communication, Skills and Competencies for the International Workplace*, Routledge.

When you are preparing to apply for an international job, you could do the Update-Research-Read-Compare-Redesign activity described below. This activity will help you to customise your generic CV to better meet the requirements of the job.

As its name suggests, the activity requires you to

- Work on the most updated version of their generic CV
- Find out what type of CV is preferred in the context they are considering
- Read the job ad critically
- Compare the job ad and their generic CV, and
- Redesign their CV.

Here is a more detailed description of the 5 stages in the activity:

1. **UPDATE** your CV: Always work on an updated version of your generic CV. Check that it reflects your latest goals, achievements, any new skills and competencies you have acquired, and courses you have taken.
2. **RESEARCH**: Doing some internet research, try and find out the preferred type of CV in the context you're considering. For instance, in many southern European countries, CVs are very detailed and would include information such as gender and marital status. In Chinese CVs, the number and age of the candidate's children is normally provided. In countries like the UK and US, for instance, employers usually consider candidates more holistically so CVs usually show the candidate's hobbies and personal interests.
3. **READ** critically: Then, read the job ad critically (<https://shorturl.at/kmDWY>) and draw a list of the responsibilities and requirements for the job.
4. **COMPARE**: Next, taking into account your generic CV and the list of responsibilities and requirements, use the following comparative table to spot the areas you need to highlight in your application (your strengths) and those about which you need to do something (your weaknesses).

The job (Key responsibilities and requirements)	Me (My generic CV)
1.	
2.	
...	

5. **REDESIGN**: Now you are in a good position to redesign your CV to meet the specific requirements of the job.