

Beginner's guide to editing your CV

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Let's start off by saying that the correct way of editing your CV is knowing that there is no single right way to do it. Instead, it's adapting your content to align with the requirements.

There are two pivotal aspects to consider when editing your CV. The first one is the content, and the second is the arrangement of the content.

Let's start by assessing what you're putting in it, then. There is no need to include every single thing you have ever done. The purpose of the CV is to showcase yourself as an individual who is a good fit for the position that you are applying to. So, if you are applying for a professional position, include information that is relevant to the skills required for the position. Similarly, if you are applying for an academic role, it is important to highlight how you excelled in the subject that you are applying for.

Now, let's do a little debunking for extra-curricular activities. Although being able to show that you have varied interests does make you an interesting candidate, it's best to not let this section take up too much space unless they are somehow directly related to your desired role.

Now that you have the content ready for your CV, you need to arrange it.

When you are arranging the content, put yourself in the mind of the recruiter or get someone you trust to read it for you. At first glance, what does the CV say about you? No recruiter will spend hours analysing a CV. If nothing stands out to them, your CV will just get lost in the pool of countless others.

Start by not having an entire paragraph worth of information about your personal and familiar details. Have your name in a large font and below, your contact information, which can include your phone, email, and LinkedIn.

This very next paragraph below your contact is going to be crucial. This is where you will put down the information that makes you the most suitable candidate for the role. It is the first thing that the recruiter will be reading about you and it will essentially decide whether they will proceed any further.

When you are putting down your professional experience, writing down the designation of the position will not suffice. Elaborate on the responsibilities by drawing parallels to the new position that you are applying for. If you don't have professional experience yet, don't fret. Put down your academic results but highlight the courses that most accurately depict what makes you a good fit.

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CAMPUS LIFE

Three tips for an effective GROUP STUDY SESSION

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The idea behind group study sessions always seems quite interesting in theory. However, it is only when you try to make the most of these sessions that you begin to realise that it's easier said than done. So, how exactly do you make a group study session effective?

Keep the group small

The smaller your study group, the less chaotic it's likely to get. Don't just have your friends or acquaintances over simply because they want to join. Make sure they can at least contribute in one manner or another.

Of course, there will always be those friends who might not know anything about the course or lesson at all. In such circumstances, make sure that they try their best to understand said course or lesson before joining the session. That way, they'll know what you or others in the group are talking about during the discussions.

Meet regularly and keep the sessions short

The American Psychological Association reports that if you have to study something for 12 hours, do it in segments of three hours each week over a period of four weeks. What it means is that you shouldn't cram everything into a single study session.

The same goes for your group study. Instead of studying for four or five hours at a stretch, you can instead

study two hours a day and meet up twice or thrice a week.

Short study sessions ensure better focus. Meeting regularly will help you cover all the topics or subjects in an optimal manner.

Prepare an agenda and ask group members to come prepared

As discussed in an earlier point, everyone participating in the group study should try to contribute in one form or another. For instance, if you're studying Calculus, one or two members could help the others understand Integral Calculus while another member can help the group with Differential Calculus.

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You can also decide on an agenda, like a set of problems or a common topic that you're all struggling with, and then hold the group session to discuss that particular topic.

However, even in this case, everyone should come prepared by trying their best to understand said topic or problem. Only then will the discussion be fruitful as everyone can share their insights and what they have understood.

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