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THE IMPORTANCE OF WRITING RESUME AND ITS PECULIARITIES IN BUSINESS ENGLISH.

ВАЖНОСТЬ НАПИСАНИЯ РЕЗЮМЕ И ЕГО ОСОБЕННОСТИ В ДЕЛОВОМ АНГЛИЙСКОМ ЯЗЫКЕ.

РЕЗЮМЕ ЖАЗУУНУН МААНИЛҮҮЛҮГҮ ЖАНА АНЫН ИШКЕРДИК АНГЛИС ТИЛИНДЕГИ ӨЗГӨЧӨЛҮКТӨРҮ.

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Annotation

This article describes about writing resume and its importance in searching job. In addition, considered the peculiarities of using resume in modern Business English. There were given sample of writing resume.

Аннотация

В этой статье рассматривается важность написания резюме при поиске работы. Кроме того, рассмотрены особенности использования резюме в современном деловом английском языке. Там были приведены образцы написания резюме.

Аннотация

Бул макалада жумуш издөөдө резюме жазуунун маанилүүлүгү жөнүндө баяндалат. Мындан тышкары, азыркы ишкердик англис тилинде резюмени пайдалануу өзгөчөлүктөрү каралган.

Key words: curriculum vitae, education, skills, experience, employer, searching a job.

Ключевые слова: биографические данные, образование, навыки, опыт работы, работодатель, поиск работы.

Негизги сөздөр: резюме, билими, көндүмдөр, тажрыйба, жумуш берүүчү, жумуш издөө.

Kyrgyzstan is situated in the Central Asia and its geographical position has always been very favorable for foreign trade and policy. Our foreign trade had its difficulties. The growing interest towards the development of foreign relations is only natural. That is why we should know how to increase interest to business language, business communication.

The style of official documents aims at establishing, developing and controlling business relations between individuals and organizations.

Writing resume is an important part of, as we know that, the word “resume” it has three syllables (re-su-me). To write a resume is very important that is why it should be specific and clear. We should give it to boss who is looking to hire a new job. Resume is a summary of education, work experience, and qualifications. There are two terms that exist in parallel: **C.V.** (Br.), or curriculum vitae, which comes from Latin and means autobiography, and **resume** (Am.) which is borrowed from French and means a summary. There is no much difference between them except that a resume is usually shorter (one page long) and written by those applicants who have little work experience.

The resume is very important in job searching. It is a calling card, which is purposed to attract the interest of the prospective employer. The resume should describe an applicant's personality and demonstrate his energy, ambition, and ability to work in teams. It should give the employer a sense that this candidate would be a good investment for the company.

An effective resume must make a good first impression. Of course, appearance is important but content is even more crucial. The information in a resume needs to be well organized, easy to read, and result-oriented. It usually includes personal information, professional and volunteer experience, special skills, education, accomplishments, and references.

An effective resume should address the employer's needs. Its aim is to show the prospective employers how an applicant's skills, accomplishments and abilities match their needs and organization goals. The best way to achieve this is to include only the work experience that is relevant to the job you are applying for.

Every day employers sort through piles of resumes and typically devote 30 seconds or less to each one. Employers will not read any more than two pages, anyway. If you can fit your resume onto one page, that is fine! Employers are looking for, among other qualities, strong organizational and communication skills.

A resume is an introduction, one page, and one short chance at proving you are a qualified and experienced candidate who should be hired by a company. It wraps up all your life experiences, needs to be professional, to the point and perfect. A resume must present a clear picture of the candidate. For this, you should know what a potential employer expects.

They look at a person's experience with a company, how long the person has worked for a company or to see if he is a "job jumper". The person should be able to present himself in a resume. Your resume must be right, standard format, typed. To offer details about spouses and children is not necessary and not professional.

Begin with the basics. Your name, address and phone /fax/ a – mail number should always go at the top of your resume. There is no need to include the words "resume" or "c/v" – they take up precious space.

State a resume objective. It should be below the name, address and phone number and be a clear and concise job objective. Using it forces you to tailor your resume to a particular position or company, as well as provides an immediately clear sense of direction to those people who will be reviewing your resume. 'The main objective of your writing a resume – to demonstrate your abilities for a particular position – so state it clearly at the top.'

Talk about your accomplishments in your "Experience" section. Focus on achievements at your present and previous jobs, especially those that involve problem – solving, management skills, critical thinking and initiative. These should be listed chronologically, beginning with your most position and then moving through previous jobs, as long as they provide applicable experience to the position you are seeking. Always use action verbs in your job description: words like "administered", "analyzed", "coordinate", "evaluated", "negotiated", "reviewed" and "supervised" offer a stronger presentation of your abilities. But keep the description short and to the point, and also make sure everything listed is relevant.

Include a section about your education; list it before your experience only if your educational history is stronger than your work background. This is often best for first-time job seekers who do not have much work experience. Make sure to list any additional courses you have taken that might be relevant to the job you are seeking, including specific company training programs or language courses.

Personal data should be included in a short section at the end of your resume. Including information about your marital status, number of children, health and physical characteristics is

always unnecessary. Include such categories as language fluency, extensive travel history or specific computer skills. Do not include references in your resume.

For example:

Aisuluu Beksultanova

Kok-Suu, Kyrgyzstan

+996 551 23 45 67 | aisuluubeksultanova@gmail.com

Education

Arabaev University, Bishkek, Kyrgyzstan Diploma in English Language Education, June 2001

Work Experience

Pushkin School, Kok-Suu, Kyrgyzstan English Teacher, August 2010 – Present

- Teach English language to 450 students in grades 5-11 • Serve as a homeroom teacher to the 7G class
- Lead a supplementary English club for students
- Organize a concert for the Humanities subjects “Dekada” every year

Osmonov Gymnasium, Besh-Tash, Kyrgyzstan English Teacher, August 2001 – June 2007

- Taught English language to 190 students in grades 3-6 • Led a supplementary English club for students

Professional Development & Certificates

Forum Foreign Language Teachers’ Association, Issyk-Kul oblast Member, October 2010 - present

- Attend monthly trainings about methodology hosted by Forum leadership and Peace Corps volunteers • Delivered a training about 4MAT lesson planning to 20 of my colleagues

Lingua School, Bishkek, Kyrgyzstan

Assessment and Test-writing, January 2017

- Completed a training about assessing students’ work on reading and listening tasks

Critical Thinking, October 2015

- Completed a training about critical thinking and how to incorporate these skills into the classroom

Coursera

English for Journalism, January 2012

- Completed a course about English for Journalism
- Learned to write news stories and developed academic English

Skills • Technology: Familiar with Microsoft Office

- **Language:** Kyrgyz (native), Russian (fluent), English (high intermediate)

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