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THE IMPORTANCE OF WRITING RESUME AND ITS PECULIARITIES IN BUSINESS ENGLISH

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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.*

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

ВАЖНОСТЬ НАПИСАНИЯ РЕЗЮМЕ И ЕГО ОСОБЕННОСТИ В ДЕЛОВОМ АНГЛИЙСКОМ ЯЗЫКЕ

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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.*

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

РЕЗЮМЕ ЖАЗУУНУН МААНИЛҮҮЛҮГҮ ЖАНА АНЫН ИШКЕРДИК АНГЛИС ТИЛИНДЕГИ ӨЗГӨЧӨЛҮКТӨРҮ

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

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 an 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.

Resume tells about you: A resume speaks a great deal about you as a professional. It says what you have done in the past. What are you doing currently and where exactly you are heading towards? Just imagine a small piece of paper talks so much about you including past, present, and future. Doesn't that sound amazing? But remember this story of past, present and future needs to be conveyed quickly, else they will lose interest. So, this job of telling a short story can be little tricky. Hence you might need help in drafting your resume by professionals.(“Prachi Juneja” and Reviewed By Management Study Guide Content Team.)

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. It is a good opportunity for finding a job. For this, you should know what a potential employer expects.

You must be thinking that it is easy for you to convince the recruiter that you are the most suitable candidate for the vacant position. But that will only be possible when you are there for face to face round. Before you appear for the face to face interview, your resume would convince them first that you are the most eligible candidate for the position offered or not. Now you must have understood what important role does a resume play for you.(“Prachi Juneja” and Reviewed By Management Study Guide Content Team.)

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.

To sell your skills: Through a well-written resume, you can sell the skills which you have accumulated over these years. You can let the recruiter know what all skills that you have

acquired through different jobs and how you are going to utilize them for the betterment of the prospective organization. This is exactly what recruiter need to know now-a-days. They want to know in which way your skills will prove beneficial for their organization. And if your resume is successful in telling them so, the purpose is served.(“Prachi Juneja” and Reviewed By Management Study Guide Content Team.)

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.

To Brand Yourself: It is very essential to create your own brand in this professional world and this journey starts right after your college and studies. When you enter a professional world to work, it is essential that from the very first day you have to set things right. To showcase your knowledge, your skills, experience, expertise, and accomplishments, it is necessary to have a perfectly written resume which can portray you as a good professional or a budding professional who is ready to face this challenging world.(“Prachi Juneja” and Reviewed By Management Study Guide Content Team.)

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.’

Summarize your career aspiration: A good resume recapitulates your career so well that recruiters do not need to put in the hard effort just to scan and go through your resume in details to understand your profile. So, make sure that the summary section of your resume is robust enough to give a good glimpse of your whole career in short. For those who have no work experience so far and applying as a fresher, it is suggested that they talk about their projects, internships, industrial visits, trainings and additional value-added course in the summary section, so that even if a recruiter chooses not to go through the entire detailed resume, at least the summary section will be good enough for him to understand and gauge your worth as a candidate.(“Prachi Juneja” and Reviewed By Management Study Guide Content Team.)

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.

Writing and updating your resume forces you to take inventory of your skills, education and work history. In doing so and comparing this inventory with your professional goals, you can identify the areas where you need to improve and areas where you have been successful. The importance of maintaining an up-to-date resume helps you to review your personal goals, as well. Over the course of your career, you will come to better understand your professional traits and your personal traits and how they mesh with the workplace. (<https://madhavuniversity.edu.in/training-and-placement-officer.html>)

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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