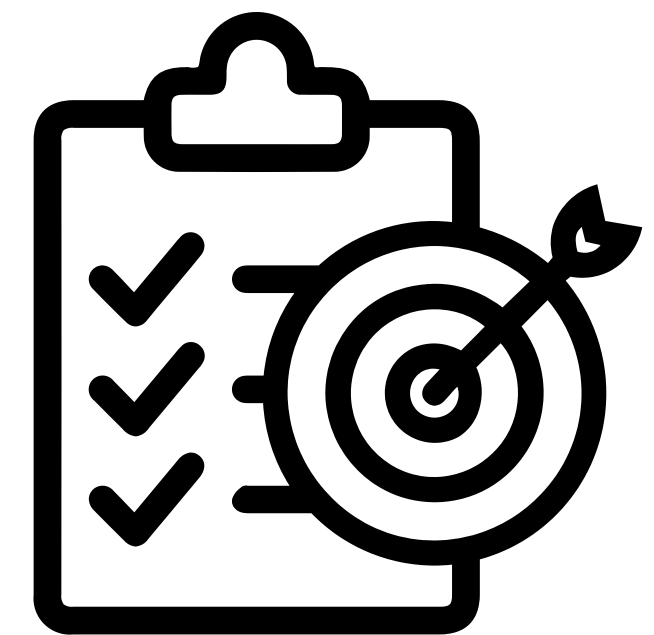




Cómo preparar tu Currículum Vitae

Objetivos

- Definir lo que es un currículum vitae (CV)
- Explorar los tres estilos básicos de CV
- Explorar los elementos generales del CV
- Mencionar errores comunes en la redacción
- Mostrar un ejemplo que sirvan de guía en la redacción de CV



¿Qué es un Currículum Vitae?



- Tu CV funciona como una **tarjeta de presentación** dirigida al lugar que te interesa solicitar.
- Contiene datos importantes como tu **experiencia profesional, formación académica, reconocimientos y logros**, así como tus **fortalezas y habilidades**.



¿Sabías que el titular de reclutamiento no tarda más de 6 segundos en revisar un currículum?

Estilo



- Es un mito que los reclutadores prefieren currículums de solo una página.
- Mientras tu currículum sea claro y fácil de entender, puedes incluir páginas adicionales.
- Si tu experiencia laboral es limitada, es recomendable conservar un estilo de poca extensión.

Tres estilos básicos para CV



- CV cronológico
- CV funcional o de habilidades
- CV mixto

CV cronológico

- Es recomendable para personas con **amplia experiencia profesional** que busquen demostrar la evolución de su trayectoria.
- Presenta un recorrido de tu experiencia profesional.
- Se añade tu empleo más reciente hasta el más antiguo.



CV funcional

- Es **visualmente atractivo**, fácil de leer y puedes destacar tus habilidades laborales.
- Se enfoca en tus logros sin seguir un orden cronológico.
- Es recomendable para candidatos jóvenes con poca experiencia, pero que cuentan con habilidades sobresalientes.



Functional Resume

Name and contact information

James Kennedy

555 Cherry Ln
Ann Arbor, Michigan 48111-9626
(111) 777-888
jameskennedy@email.com

Summary

Summary

Customer Service Representative with over three years of experience resolving complex customer inquiries. Passionate about building strong customer relationships, driving brand loyalty, and increasing customer engagement.

Area of Experience

Retail Sales, Data Entry, Microsoft Office, Typing, Complaint resolution, Service-based selling, Fluency in French and Spanish

Skills

Process Streamlining

Created customer service email scripts used across the company to interact with customers. Single-handedly created customer service representative training manual, reducing on-boarding process from 8 to 6 weeks. Reduced average customer representative call time by 90 seconds with intuitive online training

Complaint Resolution

Answered an average 50+ calls per day from unsatisfied customers related to delays in shipment, order mistakes and lost orders. Achieved 97% average customer satisfaction rating, surpassing team goal by 12%.

Service-based Selling

Consistently exceeded application targets by 10%+ with innovative up-selling techniques. Pioneered development of improved system for following up with unsatisfied customers, reducing customer churn by 6%.

Experience

Cloud Clearwater, 2017

Customer Service Manager: Managed customer relationships via phone and email to obtain payments, resolve inquiries and up-sell programs.

Customer referral program: Spearheaded project, increasing customer base by 15% in less than 6 months.

Tradelot, 2016

Customer Service Representative: Resolved customer inquiries via phone and email, consistently exceeding targets and pioneering processes for better customer satisfaction.

Education

Coral Springs University, 2009–2013

Bachelor of Science in Business Administration

Skills grouped by theme

Any relevant professional experience

Education


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CV Mixto



- Estilo de **CV cronológico** y del **CV funcional**.
- Puedes demostrar tu experiencia y desarrollo profesional, y destacar tus habilidades sobresalientes.
- Se obtiene un documento completo que refleja tu trayectoria y es visualmente llamativo.

Combination Resume

Name and contact information

Summary

Skills and abilities

Professional experience

Education

Awards

Alex Lee

Scranton, Pennsylvania • (123) 456-7891 • alex.lee95@email.com

Summary

A strategically-minded and hard-working sales associate with 2 years of experience increasing sales and increasing brand awareness.

Skills

Sales and marketing skills include: Tableau (intermediate level) • Excel (intermediate level) • Salesforce Administration (entry level) • Team player • Hardworking • Creative

Professional History

L&O Financial, Sales Associate

August 2016–Present

- Utilize Salesforce to help manage client accounts
- Learned and used various data analytics tools, including Excel and Tableau, to provide data insights
- Work collaboratively with other associates and managers to create new marketing strategies

L&O Financial, Intern

June 2016–August 2016

- Trained on industry financial systems
- Assisted sales teams with day-to-day operations
- Learned skills in sales and developing client relationships
- Accepted as full-time Sales Associate following successful internship

Educational History

Pennsylvania State University

August 2012 – June 2016

B.A., Communications, 3.95 GPA

Awards Include: Magna Cum Laude, President's Scholarship Award (2014), Academic Honors (2012-2016)

Extracurriculars include: Debate Team Captain (2015), Student Government Treasurer (2013-2014), Habitat for Humanity (2012-2016).

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Elementos generales del CV

- Información de contacto
- Educación
- Experiencias académicas
- Experiencia laboral relevante
- Presentaciones
- Servicio comunitario
- Honores y membresías
- Habilidades



Competencias y aptitudes profesionales



- Lo que más interesa a los reclutadores es saber qué tanto puedes contribuir a la institución que quieres solicitar.
- Por eso es importante aprender a destacar tus aptitudes y competencias en tu CV.
- Algunos ejemplos de competencias laborales son: **conocimientos de otras lenguas, habilidades de comunicación, entre otras.**

Conocimientos técnicos



- El conocimiento técnico se compone de aquellas habilidades que has adquirido a lo largo de tu vida académica y profesional.
- Te permiten realizar funciones específicas como el **manejo de programas informáticos, el uso de determinada maquinaria o herramientas y habilidades de comunicación.**



Errores comunes

- Poner **demasiado texto**.
- Incluir **información irrelevante**.
- Usar **colores y elementos llamativos**.



Mi primer CV



- Si aun estás estudiando o acabas de graduarte, es probable que no cuentes con experiencia profesional.
- Esto no tiene que ser una limitación para contar con un CV profesional, ya que puedes destacar tus habilidades.



Mi primer CV

- Utiliza el formato de **CV funcional** para destacar:
 - **certificaciones**
 - **trabajos de investigación**
 - **actividades de servicio comunitario**
 - **programas de computación que manejas**
 - **logros que hayas obtenido en la universidad**



Ejemplos



Educación



Nashley Fuentes Sanabria

Address

nashley.fuentes@upr.edu - cellphone:

EDUCATION

- **Master of Arts in Research and Academic Psychology**, Social Sciences Department. University of Puerto Rico at Río Piedras (UPRRP), San Juan, PR. August 2021 – Present.
- **Post-baccalaureate Research Education Program**; University of California-Davis, Davis, CA. July 2019 – 2020.
- **Bachelor of Science in Microbiology**; Emphasis: Medical Microbiology, Cum Laude, Biology Department. **Minor in Psychology**, Social Sciences Department. University of Puerto Rico at Arecibo (UPRA), Arecibo, PR. August 2012 - June 2018.

Experiencias



RESEARCH EXPERIENCE

- Junior Specialist, Department of Psychology, University of California-Davis, Davis, CA. Advisor: Joy Geng, Ph.D. **“Attentional Template is shifted by distractor context”**. This study aimed to determine which visual features a person will enhance or suppress to complete an efficient visual search. January – June 2020.
- Junior Specialist, Department of Cell Biology and Human Anatomy, University of California-Davis, Davis, CA. Advisor: Sergi Simo, Ph.D. **“Role of CRL5 during neuronal migration”**. The investigation was based on studying the CRL5-regulated signaling effectors involved in neuronal migration ending. July 2019 – January 2020.
- Undergraduate Research Assistant, Department of Biochemistry, University of Iowa, Iowa City, IA. Advisor: Sheila Baker, Ph.D.; et al. **“Evaluation of the synaptic proteins expressed in rods versus cones synapses”**. In this study, we evaluated the molecular mechanisms of how rods and cones are different using Western Blotting and Immunohistochemistry (IHC) experiments. June – July 2017.
- Undergraduate Research Assistant, Department of Internal Medicine, University of Michigan, Ann Arbor, MI. Advisor: Rafael Contreras Galindo, Ph.D. **“Genome Instability of Human Centromere Sequences”**. During our study, we tested the effects of DNA damage at the human centromere by the presence of the chemical mutagen Bleomycin. May - July 2016.

Experiencia Laboral



WORK EXPERIENCE

- **Math Tutor**, Center of Development for Technological and Academic Support (CDATA), UPRA – Arecibo, PR. Supported students with math problems in courses such as Pre-calculus, Algebra, and Basic Math. February 2016 - February 2017.
- **Administrative Assistant**, Family Department, San Sebastian, PR. Maintained files and provided customer support. June – July 2013.

Presentaciones



ORAL AND POSTER PRESENTATIONS

- Nashley Fuentes Sanabria, Joy Geng, Ph.D., “**Attentional Template is shifted by distractor context**”. University of California-Davis, Davis, CA. June 2020.
-
- Nashley Fuentes Sanabria, Sergi Simo, Ph.D., et. al. “**Role of CRL5 during neuronal migration**”. Annual Biomedical Research Conference for Minority Students (ABRCMS), Anaheim Convention Center, Anaheim, CA. November 2019.
- Nashley Fuentes Sanabria, Prof. Abel Mendez, et. al. “**A General Mass-Energy Habitability Model**”. XVI Investigation Forum, UPRA - Arecibo, PR. May 2018.
- Nashley Fuentes Sanabria, Sheila Baker, Ph.D., et. al. “**Evaluation of the synaptic proteins expressed in rods versus cones synapses**”. UPRA Investigate, UPRA - Arecibo, PR. May 2018.
- Nashley Fuentes Sanabria, Rafael Contreras Galindo, Ph.D. “**Genome Instability of Human Centromere Sequences**”. 20th Annual Biomedical and Comparative Immunology Symposium, Graham Center (GC), Florida International University – Miami, FL. March 2018.

Servicio comunitario



COMMUNITY PROJECTS

- **Iowa Valley Habitat for Humanity**, Iowa City, IA. Helped in the construction of houses for low-income families. July 2017.
- **Children's Ronald McDonald House**, Ann Arbor, MI. Worked in the collection of plastic covers and cooked dinner for families. July 2016.
- **San Jorge Children's Hospital**, San Juan, PR. In charge of coordinated activities for the children. May 2016.
- **"Rondas de Amor"**, Arecibo, PR. Assisted in the distribution of food, clothes, and shoes to the homeless. August 2015 – 2019.

Honores y Membresías



ACADEMIC HONORS & AWARDS

- **Dean's Excellence List**, UPRA – Arecibo, PR. May 2018.
- **Dean's Excellence List**, UPRA – Arecibo, PR. May 2016.
- **UPR Dotal Fund**, UPR Central Administration – San Juan, PR. April 2016.

MEMBERSHIPS & EXTRACURRICULAR ACTIVITIES

- Honor Studies Program (PEH) UPRA, Active member. 2016 – 2018.
- Rotaract Club UPRA, Active member. 2016 – 2017.
- American Medical Student Association UPRA, Logistics Coordinator. 2015 – 2018.
- Lions Club UPRA, Vice-president. 2015 – 2018.
- Microbiology Student Chapter UPRA, Medical Microbiology officer. 2015 – 2018.

Habilidades



SKILLS

Interpersonal skills: leader, teamwork, organization, work in a fast-paced environment, work ethic, critical thinking;

Computing Skills: Microsoft Office such as Word, Excel, Publisher, and PowerPoint, Programming with Python and SPSS;

Lab Skills: Real-time PCR, DNA extraction, cell cultures, sterile techniques, microbial cultivation, Western Blot, gel electrophoresis, genotyping, Immunohistochemistry (IHC), cell transfection, sholl analysis, immunofluorescence, and microscopy imaging techniques

Referencias



- Indeed (2022), <https://mx.indeed.com/orientacion-profesional/cv-cartas-presentacion/como-hacer-cv-profesional-ejemplos>

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