

## Curriculum

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*Operational definition.* discursive genre with the purpose of describing, briefly and in the first or third person, your professional experience, achievements, and skills to an employer. As its description varies, it is a document that will change as your activities do, so you must update it every 3 or 6 months.

### *Structure elements*

1. Personal information. On a clear list, include your name, degree, the title of your last job (or the major that you studied), email address, LinkedIn, telephone number, and city.
2. Profile or executive summary. A paragraph of 50 to 75 words explaining the highlights of your résumé. In this part, you are also looking to align your goals with those of the company.  
Be sure to:
  - Mention the educational institutions where you have studied.
  - Include the name of the company (companies) where you have worked or are currently working at.
  - Inform your years of working experience, volunteering, or extra-curricular activities.
  - List your soft skills.
3. Professional information and achievements. Select the most relevant experiences and include them as work experience. For instance, internships in which you have achieved some specific goals or any academic projects in which you have taken part.
4. Take into consideration the importance of structuring your projects assertively:
  - Include the name of the company, and mention all their achievements.
  - Briefly describe the activities you performed.
  - Achievements are written in first person, past tense, using verbs that accurately reflect each activity, and include whether they were performed individually or collectively (i.e. I collaborated, implemented, coordinated, structured).
  - Find the writing style that best makes an impact on your audience.
5. Skills. Include all the information related to your skills and areas of interest.
6. Languages. Include the languages you speak.
7. Extras. Include a clear list of all your awards, interviews, publications, certifications, or patents.

**Photograph.** While the use of a photograph has been omitted in recent years, it is important that if your prospective employer requests it, you include a front-facing, natural light photograph, and dress accordingly to your working area.

**Length.** The ideal length is 1 page. Two pages if your academic or work experience is extensive.



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