

# Curriculum Vitae/Resumé

## Curriculum Vitae o Resumé

Lo podemos definir como una exposición ordenada de nuestros datos personales, fundamentalmente los relacionados con formación y experiencia laboral. Pretende mostrar la idoneidad de nuestra candidatura a un puesto y conseguir ser citados a una entrevista.

No debes olvidar nunca que tanto la carta, como el currículum, son las dos únicas herramientas de presentación que vas a tener en un primer momento, y que sobre ellas se emitirá un juicio. Solo en caso de ser este juicio favorable, serás citado para la entrevista, y entonces tendrás que demostrar personalmente las expectativas que has creado.

Así, cuando redactes un currículum, debes estar centrado en reflejar lo mejor de ti en él.

### LAS SEIS REGLAS DE ORO DE UN BUEN CURRÍCULUM

**1ª. Un buen currículum se escribe en una página, a lo sumo en dos.**

- No emplees dos palabras para lo que puedas decir en una. Por ejemplo: NO escribas: "Mi función como Jefe de Mantenimiento es...". ESCRIBE: "Jefe de Mantenimiento".
- No escribas frases que no aportan nada. Por ejemplo: NO escribas: "Cuando llegué no había un plan de mantenimiento preventivo y debí ocuparme de su desarrollo e implantación". ESCRIBE: "Desarrollo e implantación del plan de mantenimiento preventivo". 17 palabras frente a 8 para expresar lo mismo.
- Evita "frases hechas" y redundantes. "Quiero poner en su conocimiento que..."

**2ª. Refleja en el currículum que reúnes las exigencias del puesto de trabajo.**

- Al igual que nunca hay dos personas iguales, tampoco hay dos empresas iguales, y menos dos puestos de trabajos iguales.
- Aunque las empresas sean del mismo sector, tengan el mismo tamaño y, supongamos que hasta tienen la misma cultura empresarial, siempre habrá cosas que las diferenciarán y, entre las más importantes, está el hecho de que las personas que las componen son diferentes.
- Si esto es así, tu currículum deberá reflejar las diferencias y hacer mayor énfasis en aquellas características, tanto personales como profesionales, que posees, que te hacen especialmente apto para el puesto.

**3ª. El currículum se debe enviar siempre en original.**

- Olvidate de las fotocopias. Deberás imprimir un original para cada solicitud. Recuerda que el Currículum es, por el momento, la única imagen que el seleccionador tiene de ti. Cuida mucho la presentación.

# Reglas De Oro Del Curriculum Vitae

**Michael Seilmaier**



## **Reglas De Oro Del Curriculum Vitae:**

## The Enigmatic Realm of **Reglas De Oro Del Curriculum Vitae**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Reglas De Oro Del Curriculum Vitae** a literary masterpiece penned with a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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### Table of Contents **Reglas De Oro Del Curriculum Vitae**

1. Understanding the eBook **Reglas De Oro Del Curriculum Vitae**
  - The Rise of Digital Reading **Reglas De Oro Del Curriculum Vitae**
  - Advantages of eBooks Over Traditional Books
2. Identifying **Reglas De Oro Del Curriculum Vitae**
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an **Reglas De Oro Del Curriculum Vitae**
  - User-Friendly Interface
4. Exploring eBook Recommendations from **Reglas De Oro Del Curriculum Vitae**
  - Personalized Recommendations
  - **Reglas De Oro Del Curriculum Vitae** User Reviews and Ratings
  - **Reglas De Oro Del Curriculum Vitae** and Bestseller Lists

5. Accessing Reglas De Oro Del Curriculum Vitae Free and Paid eBooks
  - Reglas De Oro Del Curriculum Vitae Public Domain eBooks
  - Reglas De Oro Del Curriculum Vitae eBook Subscription Services
  - Reglas De Oro Del Curriculum Vitae Budget-Friendly Options
6. Navigating Reglas De Oro Del Curriculum Vitae eBook Formats
  - ePub, PDF, MOBI, and More
  - Reglas De Oro Del Curriculum Vitae Compatibility with Devices
  - Reglas De Oro Del Curriculum Vitae Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Reglas De Oro Del Curriculum Vitae
  - Highlighting and Note-Taking Reglas De Oro Del Curriculum Vitae
  - Interactive Elements Reglas De Oro Del Curriculum Vitae
8. Staying Engaged with Reglas De Oro Del Curriculum Vitae
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Reglas De Oro Del Curriculum Vitae
9. Balancing eBooks and Physical Books Reglas De Oro Del Curriculum Vitae
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Reglas De Oro Del Curriculum Vitae
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Reglas De Oro Del Curriculum Vitae
  - Setting Reading Goals Reglas De Oro Del Curriculum Vitae
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Reglas De Oro Del Curriculum Vitae
  - Fact-Checking eBook Content of Reglas De Oro Del Curriculum Vitae
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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