GEN ALPHA × ROTARACT · CV WRITING WORKSHOP · TAKEAWAY

Your CV checklist

One master CV, tailored every time, with proof in every bullet.

Slides and all materials: **workshop.genalpha.com.np/online-cv-writing**

Before you send any CV

- ☐ Right format: 1 to 2 pages for jobs, academic CV for scholarships or PhD
- ☐ Professional email (firstname.lastname style)
- ☐ 2 to 3 line summary aimed at this role
- ☐ Rotaract, projects and volunteering listed as experience
- ☐ Every bullet: action verb + what you did + result
- ☐ Real numbers only, ones you can explain in an interview
- ☐ Keywords from the job ad used where they are true for you
- ☐ Most relevant experience near the top
- ☐ Photo, date of birth etc. only if the employer expects them
- ☐ No citizenship or passport numbers
- ☐ One column, no skill bars or icons in the version you apply with
- ☐ No filler like “hardworking” or “passionate”
- ☐ Read aloud, then a friend checks for typos
- ☐ Saved as PDF, named Firstname-Lastname-CV.pdf

Cover letter in four paragraphs

1. **Hook:** name the role and one reason you fit.
2. **Proof:** 2 to 3 examples that match the job ad.
3. **Why them:** what draws you to this organisation.
4. **Close:** thank them and ask for a conversation. Keep it under one page.

Prompt 1: writing bullets with ChatGPT

> Here is a job description and my rough notes. Rewrite my notes into 3 CV bullets using action verb + task + result. Use only facts I gave you. Do not add numbers, tools or skills I didn’t mention. If a bullet has no result, ask me for one.
>
> JOB DESCRIPTION: [PASTE] · MY NOTES: [PASTE]

Prompt 2: designing with ChatGPT + Overleaf

> Convert this into a one-column, ATS-friendly LaTeX resume using only standard packages. Do not add or change any content.
>
> [PASTE YOUR FINISHED CV TEXT]

1. Go to **overleaf.com** (free), create a Blank Project.
2. Replace the contents of main.tex with ChatGPT’s code and click **Recompile**.
3. Error? Paste the error message back into ChatGPT and ask it to fix it.
4. Read every line of the PDF: ChatGPT sometimes changes wording.
5. Prefer a ready design? Browse CV templates at **overleaf.com/gallery/tagged/cv**.