

CV Building Tips

- Place most important things first
- Place experience, education and professional development in reverse chronological order
- Do not include details which can be found in another CV from a candidate who might have a similar profile to you, for example do not include subjects studied during degree, only those done in the last years and those which were optional might be relevant
- Try to keep your CV in 1 or 2 pages length
- Do not include scanned copies of other documents unless specified on the application requirements
- If you hold extensive professional experience give some details on the most recent and relevant experience for the position you're applying for, and summarize details from other positions you've had in the past
- Include basic information and read job post carefully to see if there is any requirement on driver license for example
- You should include all of your employment history: even if not relevant to the job position you're currently applying for; it is also important to explain any major gaps in employment
- Including hobbies and interests and personal achievements is valid and helps to differentiate from other candidates
- You should not be afraid to include part-time, voluntary, vacation work or punctual work experiences in your CV, it actually enhances it
- When describing work achievements and how you contributed to company development, and how you gained specific skills, you can either place it onto the job position details or you can place them onto a different dedicated section
- Your CV should sell your strong competences and profile, but should always be from an honest perspective
- Never submit your CV before carefully reading it through. It's a good idea to place it under for review by your family, friends and you can always in list your recruiter's help