

Check your CV



Heading

Education, Work experience, Language skills and Computer skills and Other skills and qualifications. You may also have the following headings: Career Objective, Experience abroad, Extracurricular activities and Interests. End with "References to be provided upon request".



Contact Information

Make sure that your name, date of birth, address, e-mail address and telephone number are easy to find and can be found on all pages. Photo is optional.



Length

Your CV should be one or two pages long, no more.



Legibility

List your educations and employments starting with the year and ending with the month, respectively. Under each heading state the most recent first.



Describe what you have learned and results

Describe your most important areas of responsibility, achievements, results, experiences and what you have learned. It is preferable to use verbs in the active voice; was responsible for, took the initiative in, planned etc. Use keywords or short sentences.



Design

Make sure that the text size is not too small. Be consistent with the typeface and size of your headings.



Spelling and Grammar

Check your spelling and make sure you have not made any language errors. It is a good idea to ask somebody to proofread your text.

Things to consider!

Do not include references in your CV. References become relevant later on in the recruitment process. Often after you have had your first interview.

Hint!

Include name and contact information in a page header or footer so you can be sure that the information is displayed on all pages.

Hint!

You can use the following working model:

1. Describe the work assignment/problem
2. What did you do?
3. What was the result?
4. What qualities did you use?
5. What did you learn?

Things to consider!

A CV with typeface and size inconsistencies in the text will be perceived as messy; there is a risk that it will remain unread.