

Writing a successful Curriculum Vitae (CV)

To maximize your chances for an interview, your resume should capture a person's attention in 30 seconds.

- **Length:** It is best to limit an entry-level resume to one typed page. Be as concise as possible in stating information in each section of your resume.
- **Font:** Avoid fonts smaller than 10 point and larger than 12 point.
- **Paper:** Use size A4 paper in Europe and size 8 1/2" x 11" paper in the Americas). Print your resume with a laser or high quality ink-jet printer.
- *Find out* 1. General job information 2. Desired qualifications and skills 3. Key values and words

Now let's go down with the resume structure

- ✓ Identify your **Personal information**. Your name, address, phone number(s), and e-mail address should be the first readable item on the first page. Usually it is placed after the header, in the top of the resume.
- ✓ **Objective** (optional). An objective statement should basically include what you want to get out of your job, while also suggesting what you can do for the company. It tells the employer concisely and quickly what is your goal in applying for a position. Objective statements are not required, but in general it is a good idea to include one.
- ✓ **Key Qualifications**. List here the main key qualifications and competences that put you up from other applicants, such as Project Management, Business Plan Writing etc.
- ✓ **Education**. The education section highlights your relevant education. This section may be placed before or after the work experience section of the resume, depending on the amount and quality of your work experience. If you have substantial work experience, you may include a relatively brief education section.
- ✓ **Employment Experience**. This section of the resume can go by various names, depending you're your specific experiences and the job for which you are customizing the resume. Some names that you can use are: Work Experience, Employment History, Professional Experience, Qualifying Experience, and Related Experience. Sometimes people include both volunteer and paid positions in the work experience section; others divide these into two sections, such as "Volunteer Experience" and "Employment History." Use *Action verbs* to describe your responsibilities.
- ✓ **Activities and Honors**. It is best if you limit your discussion of activities and honors to the most recent, most important, or most relevant ones to the position for which you are applying.
- ✓ **Languages** - list here all the languages you speak, with a one-word description of your knowledge of that language. We suggest the following scale: Native, fluent, advanced, and intermediate. List any certificates and/or results like TOEFL scores, with date.
- ✓ **Computer skills** - write everything you know! List certificates and specialty studies as well.
- ✓ **Skills and Competences**. Include skills that make you unique, such as Leadership skills, Organizational skills, Presentation skills etc.

You can introduce other headers that suit your needs. Some resumes, for example, have a summary heading that brings in front what the author considers to be the most important in his/her resume.