

## Resumes/CVs

### General

- Recruiters only spend seconds looking at resumes - or CVs in the British English speaking world - so make sure yours captures the recruiter's attention quickly, on the first page.
- *You can have as many resumes/CVs as the number of jobs you apply for.* Read the keywords in the job description carefully and include as many of those keywords as possible.
- For *students*, some of the recommendations here don't apply so much to you. You can start with relevant jobs, internships and volunteering experience if you have it; if not, start from "EDUCATION AND QUALIFICATIONS" (see further down) and list jobs after. You may want to group some jobs, for instance under "Various part-time jobs". Even if the jobs are not that relevant for your particular application, do include your achievements.
- Gaps in your career: include if they are longer than a few months, and provide brief details.
- Review your document carefully, checking for misspellings and typos. Also, have someone review your resume/CV and ask them to give you feedback.

### Resume/CV formats and length

There are *linear, text based* formats, and there are *multi-column*, colorful ones using symbols extensively, for instance for email, phone and diagrams for indicating levels of expertise. The linear ones are usually longer, up to 2-3 pages, and the multi-column ones are easier to compress down to 1 page.

Regardless of which format you choose, below are main points you can include:

### **First and Last Name, City, Country, phone number, email address, link to LinkedIn profile**

For data protection purposes, don't include personal information such as detailed home address, date of birth, marital status etc (unless this is customary in your country).

### **Photo**

Whether to include one or not varies from country to country. For instance in the US don't include a photo, whereas in other locations it is quite common to include one. If you do, use a professional looking photo.

## **PROFESSIONAL SUMMARY AND OBJECTIVE**

This is important as it is the first thing the recruiter sees on the top half of your resume/CV. Writing in first person, include three to five sentences summarizing your key capabilities and unique experience, with an emphasis

on results. Focus on a combination of soft and hard skills. Include key figures such as value/size of accounts handled, sales achieved or number of languages managed. Feel free to do some name-dropping and include some big client and/or employer company names, unless you are restricted by confidentiality clauses.

For objectives, include what sort of role(s) you are looking for. Amend this for different applications as needed.

*Note:* Describe yourself in a professional and objective way. Avoid subjective superlatives such as “outstanding/excellent”, “role model” etc.

## **EXPERIENCE**

### **Most Recent Job Title, Employer, City, Country**

(Month Year to Month Year)

Brief overview of the position's responsibilities, including an explanation of the organization if it's not well known.

- Outline your most impressive accomplishments using bullet points. Focus on the results of your actions, not just your responsibilities. Include industry buzzwords and tangible numbers to support your experience. The eye is drawn to figures, especially on a sales resume.
- Focus on leadership roles and demonstrate how you've found solutions to challenges.
- Start every bullet with an impressive action word, and vary words throughout your resume.
- Avoid fancy fonts that are difficult to read and look messy.

### **Previous Job Title, Employer, City, Country**

(Month Year to Month Year)

- Keep position summaries short and relevant. A potential employer is scanning your resume to see if you merit an interview - clear and concise is ideal.
- Don't try to include your whole life story. Outline your most important and impressive accomplishments, not a complete menu of every task you've ever performed.
- As a general rule, the amount of information - both summaries and bullets - beneath each position should decrease as you move toward older assignments.

### **Earlier Job Title, Employer, City, Country**

(Month Year to Month Year)

- Earlier jobs require less information, though they are important to demonstrate career advancement.
- You can also group a number of earlier jobs under the title “Earlier Career”.

## **EDUCATION AND QUALIFICATIONS**

University and college degrees: the most recent degree goes on top.  
Date is optional, but usually included especially if it's recent.  
High school subjects if you are a recent student.

- Grade if above average
- Leadership roles and impressive recognition.

Shorter courses and accreditations

### **TECHNICAL AND LANGUAGE SKILLS**

- List the tools and technologies you have experience with. Specify the level of your skills, for instance expert, advanced, competent user, basic.
- Language skills: Native language(s) and foreign language skills. Specify level of skills, for instance native, business, conversational, basic.
- You can expand this section when posting your resume/CV online to increase the number of keywords.

### **MEMBERSHIPS/AFFILIATIONS**

- Professional memberships and volunteer work show your commitment to your industry and community. Mention leadership positions and briefly note relevant achievements.
- This is especially valuable for recent graduates and career changers to demonstrate that you're making an effort to establish yourself in a new field.

### **HOBBIES/INTERESTS**

- This should be the last point and is optional. Some employers find this interesting as it gives insight to a person outside of work, and it can serve as an ice-breaker in conversations. Try and make them interesting by adding some details.