

HOW TO BUILD A STRONG CV?

TIP SHEET



GENERAL TIPS

- Make sure the layout is clean, clear and simple
- **Length:** maximum two pages
- **Format:** use a basic font that is easy to read (e.g. Arial, Calibri)
- **Font size:** 10 – 11
- Always proof-read to avoid any spelling or grammar errors
- Tailor your CV to the role
- Do not add social media profiles like Instagram or twitter unless the it is required



PERSONAL INFORMATION

- Always add a valid email address
- Add a local phone number
- Professional photo (Optional) – No selfie
- Nationality



OBJECTIVE

- Length: short paragraph, maximum 100 words
- Be concise and clear
- Write your key achievements and role responsibilities
- Mention your skills and personal qualities that make you suitable for the role
- Mention your career goals



WORK EXPERIENCE

- Start with the most recent role
- Always mention job title, duration and location
- Highlight awards and achievements, if any



EDUCATION

- Start with the most recent degree/ diploma/certificate
- Always mention the name of the school/ college/university
- Include the degree/diploma, graduation year and location
- Highlight relevant honors, achievements or awards you earned



SKILLS

- Include language proficiency
- Include professional and personal skills
- **Length:** maximum 10 skills
- Up to 5 skills



GENERAL INFORMATION

- Add your hobbies – up to 4

FURTHER SUPPORT

- Refer to the below websites to download CV templates and samples

<https://www.coolfreecv.com/>
<https://www.kickresume.com/en/>
<https://www.resume.com/>
<https://cvmkr.com/>