



# HOW TO WRITE A GOOD CV

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30 CVs received by the company  
10 CVs Selected by the recruiter (non-technical person)  
4 CVs Evaluated by Team-lead (technical person)  
1 CV Hired!

## Add a short intro to your CV

The Career Profile helps employers develop an image regarding who you are and what's forthcoming in your resume.

The goal is to provide a high-level overview of your entire career.

This is your “sales copy” of you to get them interested!

A first paragraph should contain two to three sentences. Include your combined work experience (years of work experience), your major area or industry of focus (business services, communications, education, engineering, financial, media, technology, and so on), and the types of companies you have worked for (large, medium-size, startups, entrepreneur).

The second paragraph should include a high-level explanation of your accomplishments and activities (developed marketing strategy, optimized business processes, built teams). List your specific professional competencies within your industry (Social Media, Marketing, Human Resources, Recruiting, Financial Management.)



## Make a list of your career Milestones:

The Career Milestones section provides a sum of your greatest accomplishments as a professional.

Provide three to four major accomplishments.

## Make a list of your skills levels

- List the skills you are most experienced in
- List your technical skills before interpersonal skills
- Choose skills that reflect the job position

### Technical skills:

SEO marketing - Expert

Direct email marketing - Expert

Google Analytics - Expert

MS Office Suite - Efficient

### Soft skills:

Critical thinking - Expert

Verbal communication - Efficient

Active-listening - Efficient

Organization - Expert

Task delegation - Efficient

Time-management - Efficient



## Show your experience and education

The Professional Experience section provides a more detailed view of your work experience.

List your experience in reverse chronological order (most recent work history on top). It is best to highlight the company name and its location (city) as well as the months/years you worked there.

## Describe your specific duties at every workplace

Job responsibilities reflect your tasks and duties and make it easier to match with the requirements an employee has

## Show your language skills level

Language skills are the additional languages you are proficient in.

The CV should be very clear and easy to read.

Present information interesting and transparent.

Check your style and grammar!

Use formal style and terminology accepted in the industry  
(remember about keywords).

Write the truth!