



CV: The basics

Before you start writing your CV, first analyse the job description. This will help you decide what to include. Remember to tailor not only your cover letter but also your CV to the job description.



Personality

1

Personal details

Always provide your name, date of birth, e-mail address and phone number. Anything else is up to you.

2

Profile

This is probably the most difficult part to write. Explain why you want the job and what your ambitions are. Show who you are, professionally speaking.

Avoid clichés such as: 'enthusiastic', 'team player' and 'go-getter'



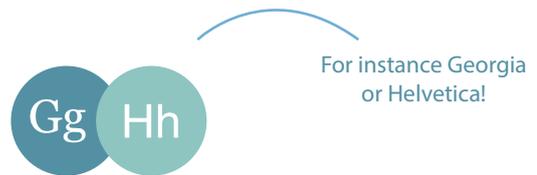
Lay out and style

1

Great lay out

Most recruiters only take a cursory glance at CVs. This makes it important to have a clean layout and clear structure.

Make use of: Columns, bulletpoints and bold texts.



Choose a fitting font that reads well.

2

Short texts

Avoid long sentences. Try to write short, active sentences.

3

Check!

Get someone else to check not only the spelling but also that what you have written is legible.

Can somebody else pinpoint the most important points of your CV in 15 seconds?





Skills

1

A-Chronological

Always list your most recent skills, education and job experience first. 'Older' experience comes later.

3

Additional skills

It may not be worth mentioning certain things, a driving licence, for instance. As always: do mention the skills that are required for the job.

2

Language

Use the international CEFR framework to describe your proficiency in other languages.

If you are unsure what level you are, use the scale below or do a language proficiency test.



The personal part...

Now comes the difficult part of writing your CV: choosing what to mention to illustrate who you are. This may not be directly relevant to the job you are applying for. This is very much a personal thing, and advice here is merely that: advice.



Foreign experience

1

Study abroad

If you spent six months or longer studying abroad, add this as a bullet point under your educational experience.

2

Internships

International placements are great fun, especially under a tropical sun. Do consider including such experience, but as always, first consider what it says about you and whether it is relevant to the job you are applying for.



Achievements and performance

1

Awards

If you have been nominated for or received any prizes for your work or study, you may want to mention this, as it is a sign of excellence. Don't be afraid of sounding arrogant! Emphasizing your successes might take some confidence but can set you apart from the rest.

2

Honour programmes

If you have participated in an Honours programme, such as the University of Groningen Honours College, do mention this on your CV. Not only does it show you have excellent learning skills but also that you're willing to go that bit further.

Make sure these are achievements that are relevant to your field of work. Winning the local football league isn't relevant.



Interests

1

Unique or relevant?

A unique passion could make your name stick in the recruiter's mind. Do note that unique is not the same as 'weird'. Football or reading are too generic to mention, so it's best not to include these.

That does not mean that your interests are never relevant. Do some research into the company you want to work for to see if your interests match the company. If so, this might give you a small advantage over others.



References

1

Your network

If former employers will give you a glowing reference, do make sure to mention them.

It's all about your network. If you have great one-line recommendations in your LinkedIn profile, why not add one to your personal profile?

Positive recommendations can strengthen your position as a job seeker.