

Key tips when writing a CV

Be brief

We generally recommend that your CV has one, maximum two full pages. For positions that a large number of people are applying for, it is probably better if you can put the information on one page.

Academic CVs can be longer (publications, conferences attended, and successful scientific projects take up a lot of space on their own). Even here it still applies: briefly, clearly, concisely!

Tailor-made your CV

Always keep in mind what kind of a job you are applying for. The form and content of the CV, as well as the order of the individual parts of the CV, are derived from this. Remember, that the goal of a CV is to get an interview invitation, not the job itself. It is best to have a basic version created, which you then edit and add into depending on the job position.

Be clear

Use standard language, without abbreviations, without foreign words or technical expressions (unless the job requires it). Don't forget the grammatical accuracy of the text either.

Let the actions speak for you

Mention an activity which you have performed in your previous work or extracurricular activities. Listing the skills you have learned there often has no effect. If possible, quantify the actions or achievements performed. Your CV will be more specific and understandable.

The order of individual parts is up to you

It depends on the job position you are applying for and what you want to point out in your CV.

Be original (but do not exaggerate)

It's a good idea to differentiate yourself from the number of CVs, but try to choose the appropriate degree of originality.

CV must be neat

Pay attention to the graphic design, because this is the first thing that the employee who reads your CV will notice. Do not use different fonts or fonts that are too small, highlight sensibly and check for extra spaces in the text. To preserve the formatting, save the CV in pdf format.

If you would like to consult your CV with our career counsellors, book your session here

