

# Structure and content of a CV

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The main task of the CV is to present to the potential employer your education, previous work experience, achievements, skills and interests. There are a number of different formats, but each CV should have a standard structure and content. The following sections should appear in the CV. Tailor their content to the specific job you are applying for.

## Personal information

You do not need to include a title (Curriculum Vitae) in your CV. What should stand out is **your name**. You also do not have to state your nationality, gender or marital status. A date of birth is also not required, if you consider that your age may be an advantage, please indicate it.

The most important item is your contact. Provide an e-mail and phone number. Use a private e-mail that doesn't have nicknames or various tweaks in the name. If you are applying for a job abroad, you can provide your Skype contact.

If you decide to add a photo, make sure you look professional on it. Photographs with other people, photographs in which you are inappropriately dressed, photographs in poor quality, etc. are not recommended.

## Education

Begin with the highest completed education. List the educational institution, the field of study, the degree obtained and the year of completion.

If you had excellent academic results during your studies, or you received any awards, mention it.

If your final thesis is related to the desired job position, you can state its title.

In this section you can also mention the completed training courses (where, duration) and the certificates obtained.

## Work experience

The rule in this section is to list **relevant** work experience that demonstrates key skills in the desired job position.

Provide information from recent experience. Specify the employer, job position and job description. If possible, quantify the information.

## Other skills

Level of language skills

Level of computer skills

Driver's license

## Hobbies and interests

List leisure activities that demonstrate your other qualities. This will offer the potential employer a holistic picture about yourself.

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

