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Browse Editors' Favorites Share copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. Share Alike If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Summary of Career For other uses, see Curriculum vitae (disambiguation). Example of the type of extensive CV used in academia, in this case 69 pages long. English: /ˌvɪtəˌwɪtəˌvɑːtɪ/ [aɪ] [ɪ] [2] [3] Latin: /ˈvɪtəˌvɪtəˌvɑːtɪ/ shortened to CV) is a short written summary of a person's career, qualifications, and education. This is the most common usage in British English. [1] [3] In North America, the term *résumé* (also spelled *resumé*) is used, referring to a short career summary. [4] [5] The term curriculum vitae and its abbreviation, CV, are also used especially in academia to refer to extensive or even complete summaries of a person's career, qualifications, and education, including publications and other information. This has caused the widespread misconception that it is incorrect to refer to short CVs as CVs in American English and that short CVs should be called *résumés*, but this is not supported by the usage recorded in American dictionaries. [citation needed] For example, the University of California, Davis notes that "[i]n the United States and Canada, CV and résumé are sometimes used interchangeably" while describing the common distinction made in North-American academia between the use of these terms to refer to documents with different contents and lengths. [6] In many countries, a short CV is typically the first information that a potential employer receives from a job-seeker, and CVs are typically used to screen applicants, often followed by an interview. CVs may also be requested for applicants to postsecondary programs, scholarships, grants, and bursaries. In the 2010s it became popular for applicants to provide an electronic version of their CV to employers by email, through an employment website, or published on a job-oriented social-networking service such as LinkedIn. In the United States, both a CV and résumé represent experiences and skills and are used in application processes, but they serve different purposes. A CV presents a full history of academic accomplishments, while a résumé provides a concise summary of qualifications. Both are tailored for specific positions, with CVs typically required for academic positions and résumés needed otherwise. [7] In the U.S., most employers use résumés for non-academic positions, which are one or two page summaries of experience, education, and skills. Employers rarely spend more than a few minutes reviewing a résumé, so successful résumés are concise with enough white space to make them easy to scan. A CV, by contrast, is a longer synopsis of educational and academic background as well as teaching and research experience, publications, awards, presentations, honors, and additional details. [8] In general usage in all English-speaking countries, a CV is short (usually a maximum of two sides of A4 paper), [1] [3] and therefore contains only a summary of the job seeker's employment history, qualifications, education, and some personal information. A CV's format is not fixed: its main purpose to impress an employer, showcasing skills, experience and creativity. A short CV is often referred to as a *résumé* only in North America, where it is however also often called a CV outside academia. [4] [5] CVs are often tailored to change the emphasis of the information according to the particular position for which the job seeker is applying. A CV can also be extended to include an extra page for the jobseeker's publications if these are important for the job. A comprehensive CV should include several standard sections: a heading with name, address, telephone number and email address; education history listing degrees earned and specialized training received; professional history or research experience relevant to the position; and clearly stated research interests. [9] In academic and medical careers, a CV is usually a comprehensive document that provides extensive information on education, publications, and other achievements. Such a CV is generally used when applying for a position in academia, while shorter CVs (also called *résumés* in North America) are generally used when applying for a position in industry, non-profit organizations, and the public sector. [6] In recent years, there has been a move by research funding organizations, supported by the responsible research movement, towards the use of narrative academic CV formats, intended to add more emphasis to the societal relevance of a scientist's research, teaching, and outreach work. [10] In October 2024, the Government of Canada's main research granting councils NSERC, SSHRC, and CIHR announced "... a new CV template that would allow applicants to include a free-form narrative personal statement, aligning with trends seen in other funding agencies like the US National Institutes of Health and UK Research and Innovation". [11] The term curriculum vitae can be loosely translated as "[the] course of [one's] life". It is a loanword from Neo-Latin, which is why it was traditionally spelled curriculum vit using the ligature *ŷ*, also in English. [b] but this is now rare. In English, the plural of curriculum alone is often curricula instead of the traditional Latin plural curricula, which is why both forms are recorded in English dictionaries. The English plural of curriculum vitae is however almost always curricula vitae as in Latin, and this is the only form recorded in the Merriam-Webster, American Heritage, and Oxford English dictionaries, for example. [1] [2] [3] (the very rare claim that the Latin plural should be curricula vitarum is in fact an incorrect hypercorrection based on superficial knowledge of Latin. [12] [13] although it would be technically acceptable (though arguably pretentious) if referring to a group of CVs of different people). Applicant tracking system Background check Cover letter Europass European Standardised model Human resources Résumé Fraud Vidéosum ^ a b c d "Curriculum Vitae | Definition of Curriculum Vitae by Merriam-Webster". merriam-webster.com. Retrieved 27 June 2016. ^ a b "American Heritage Dictionary Entry: curriculum vitae". addictionary.com. Retrieved 27 June 2016. ^ a b c d Definition of "curriculum vitae" by Oxford Dictionary on Lexico.com ^ a b Definition of "résumé" by Merriam-Webster" ^ a b Definition of "résumé" by Oxford Dictionary on Lexico.com ^ a b "Resume vs. Curriculum Vitae: What's the Difference?" | Internship and Career Center". icc.ucdavis.edu. 29 January 2015. Retrieved 27 June 2016. ^ Ling, Justin P. (5 March 2024). "Resume vs CV | Career Center". careerscenter.ucdavis.edu. Retrieved 6 May 2025. ^ "Resumes and CVs". Graduate School. Retrieved 6 May 2025. ^ Bay, California State University Monterey. "The Academic Resume and Curriculum Vitae | California State University Monterey Bay". csuumb.edu. Retrieved 6 May 2025. ^ Fritch, Rochelle; Hatch, Anna; Hazlett, Haley; Vinkenburg, Claartje (22 December 2021). "Using narrative CVs: process optimization and bias mitigation". DORA. 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It can be a slow and demoralizing process where you dont get a single response after dozens of applications.This is where perfecting your CV can make a real difference.Your CV is the document that could open the door to your dream job. If you get it right, you can expect interview calls left and right.But how can you make sure you have a job-winning CV?Well, we have an answer.And while it may be a little bit long, its worth every second of your time.If you want to perfect your CV, you have to grease up your elbows, get your reading glasses, and make sure every little detail is polished to perfection. Once you do that, believe us its going to be worth it.By building the perfect CV, youre investing in yourself, and youre increasing your chances of landing your next gig.And our article is here to help!Were going to guide you through everything you need to know about making a CV, such as:The 7 Steps to Writing a CV13+ Helpful Tips to Enhance Your CV19 Real-Life CV Examples for Different Professionalsand much more!So, lets get into it.You might have noticed that when you apply for a job, some employers ask for a CV, while others prefer your resume.But how do the two differ?The answer depends on where youre from.In most of the world, including all of Europe and Asia, a CV and a resume are the same thing and are often used interchangeably. So if youre applying for a job that asks for a CV, you should know that its the same as a resume.Now, if youre applying for a job in North America, its a bit different.In the United States, a resume is a one-page summary of your skills and professional experience.Meanwhile, a CV is a lot more detailed. Curriculum vitae is the Latin term for course of life, and its meant to include all your experience so far, including all levels of education, publications, projects, and more.Typically, a CV is only required in the US and Canada when youre applying for an academic or research position. Unlike a resume, which should only be one or two pages at most, an academic CV can be as long as necessary.This guide is going to focus on how to write a CV for a regular job search. If you need to write an academic CV for a position in academia, check out our article for that instead.Most job-seekers use the default Word templates to create their CVs.The problem here is that those default templates are often bland and dont make your CV stand out. You want your job application to immediately capture the hiring managers attention, not blend in with the rest.Setting up your CV template is also a very time-consuming process.Youll spend hours trying to make your CVs contents fit within the templates layout. And then, just when youre at the finish line, you make one tiny tweak, and the whole thing gets completely messed up.Now youre back to where you started, looking for a CV template thats easier to work with.So why not take a shortcut? Just use our CV builder and skip the hassle. Novorsum lets you create a one-page CV for free, and its super easy to customize.And the best part!All of our CV templates are created in cooperation with hiring managers from around the world to make sure your CV is industry-ready, stylish, and optimized for the Applicant Tracking Systems (ATS) that most companies use.Heres how one of our CVs and one made with a regular text editor template compare with each other:Alright, lets get down to brass tacks. So, what goes into a CV, exactly?Now, there is no golden rule, and not every CV has the same sections. A lot depends on your level of experience and what exactly youre applying for.Lets look at the most common sections that can choose from>Contact InformationCV Summary or ObjectiveWork ExperienceSkillsEducationWere going to look at each of these sections and guide you through writing them, step by step.Before you start filling in the contents of your CV, you have to make sure its going to be reader-friendly and look good.The first thing hiring managers notice is what your CV looks like, and then decide whether to read it. So, this is your chance to make a strong first impression.This is where your CV format comes in.Like with resume formats, there are three different formats you can choose from:Reverse-chronological. This is by far the most popular CV format among hiring managers worldwide, so its the best choice for most job-seekers.Functional. This CV format focuses more on skills than work experience. Its a good choice if youre just getting started with your career and have little to no experience.Combination. The combination CV format is a great choice for experienced job-seekers with a very diverse set of skills. Its useful if youre applying for a role that requires expertise in several different fields and you want to show all that in your CV.So, which one should you choose?In 99% of cases, you want to stick to the reverse-chronological CV format. Its the most popular format, and its what hiring managers expect to see.For this reason, the rest of this article will teach you how to make a reverse-chronological CV.Your CVs layout is just as important as its format.The layout is what determines whether your CV looks organized or cluttered, whether it ends up being too short or too long, and ultimately, if its boring and unimpressive or attention-grabbing and easy on the eyes.Heres are some CV layout tips you should keep in mind:Keep it to one page. You should only go for a two-page CV if youre sure you cant summarize yourself on one page. Dont waste precious space on your CV on your life story no ones going to read it!Use clear and consistent section headings. Pick a heading and use it for all the section headers so the hiring manager can easily navigate through your CV. Keep the colors and font size consistent so your CV is easy on the eyes.Leave ample white space. Without the right amount of white space, your CV will end up looking cluttered with information. Just set your page margins to one inch on all sides so your text fits just right on the page.Pick a professional font. Wed recommend sticking to a font thats professional but not overused. For example, fonts like Ubuntu, Roboto, Lora, or Overpass. Avoid Times New Roman, and never use Comic Sans.Choose the correct font size. As a rule of thumb, go for 11-12 pt for normal text and 14-16 pt for section titles. This helps keep your details clear and keeps the hiring manager from having to squint to read your CV.Save it as a PDF file. Make sure to save your CV as a PDF file, unless the employer specifically requests a different file format. You dont want to risk sending your CV in as a Word file and messing up your documents formatting after you put it in all that hard work.Another thing you need to consider is whether youre going for a classic-looking CV template or something modern.If youre pursuing a career in an industry like law, banking, or finance, you might want to stick to a traditional CV template.But if youre applying to a startup where individuality and innovation are part of the company's values, you can pick a creative CV template.Once youre done formatting your CV, you need to start filling it up with the right information.The contact information section is easy to fill but important to get right. After all, even if you have the most impressive CV, its not going to matter much if the hiring manager cant contact you.So, neatly place your contact information at the top of your CV in a designated CV header, so the hiring manager can spot it right away.Make sure you triple-check everything in this section so there are no typos and everything is up to date.Must-Have InformationFull name. Place this at the top of the page. The preferred format here is listing your first name and then your family name. (e.g. John Smith, instead of Smith, John.)Email address. Use an email address thats professional and easy to spell, like a combination of your names. (E.g. john.smith@novoresume.com)Phone number. Add a reliable number where the hiring manager can easily reach you. Include the country dial code if youre applying internationally.Location. Add your city and state/country. If you plan to relocate for the job or want a remote position, make sure to specify so on your CV.Optional informationJob title. Include your professional title underneath your name. Write it down word for word, whether its Digital Marketing Specialist or Senior Copywriter. Just dont make up job titles like Marketing Wizard or fun funny job-title buzzwords.Social media. As long as its relevant, you can add links to any social media or other website that can help your case. For example, having a complete and optimized LinkedIn profile can increase your chances of getting an interview.Portfolio. If youre looking for a job as an illustrator or other artistic position, you should provide a link to your portfolio. On the other hand, if youre a software developer, you could include a link to your GitHub account instead.Its also important to know what information not to disclose on your CV.This varies from country to country, so make sure to check what the common practices and laws around these are in the specific place where youre applying for a job.Date of birth. Unless this is explicitly requested in the job ad, the hiring manager doesnt need to know how old you are. Its not important for their decision-making, and it could even lead to age-based discrimination.Unprofessional email address. Your quirky, old childhood email address doesnt belong on your CV. Instead of themerzazingmagedelene@hotmail.com, use a mature firstname.lastname@email.com email address.Headshot. (USA, UK or Ireland) In most English-speaking countries, it might even be illegal to include a picture of yourself on your CV. However, including a picture is the norm in most of Europe and Asia. Make sure to check the regulations for each specific country or industry youre applying to before sending in your CV.Now lets look at an example of what a CVs contact information section looks like:Research says that, on average, hiring managers look at CVs for up to six seconds at most!That sounds a little harsh, right?You spend daysweeks evencreating the picture-perfect CV that represents you in a nutshell.And what does the hiring manager do?They glance it over for a few seconds (if youre lucky!) and move on.As unfair as that might be, how exactly are you supposed to capture someones attention in a matter of seconds?This is where adding a brief paragraph at the top of your CV comes in.Your CV headline should be right next to (or above) your contact information so that its the first thing the hiring manager reads. Depending on your level of experience, your CV headline can be either a CV summary or an objective.Both your CV summary and objective are your first attempt at grabbing the hiring managers attention. Make sure you use clear language so that the hiring manager doesnt have to read your headline a few times to understand itbecause they simply wont read it.Think of this as your elevator pitch. You need to convince the hiring manager to give you a shot within those six seconds of skimming your CV.But if youre not sure whether to use a CV summary or a CV objective, heres a rundown of each.As the same suggests, a CV summary is a brief recap of your career so far. If you do it right, it can show the hiring manager that youre a qualified candidate in two to three sentences.Heres what your CV summary should include:Your job title and the amount of experience you have so far.A few of your greatest professional accomplishments or responsibilities.Your most impressive skills that match the job.Now, lets look at a well-written CV summary:Professional and creative architect with 10 years experience in developing construction drawings, 3D models, and doing design rendering. Served as a project architect at company X and won an honorable mention as a staff architect at XYZ Construction Awards 2023.Usually, we recommend that job-seekers work with experience use a CV summary.But if youre a recent graduate, an entry-level professional, or youre going through a career change, a CV objective might be a better choice.A CV objective is meant to express your professional goals and aspirations and tie them in with your academic background and any relevant skills you might have for the position.Its two to four sentences long, and unlike a CV summary, a CV objective tells the hiring manager what your motivation is, so its the go-to CV headline for candidates with no work experience.Heres an example of what a students CV objective might look like:Recent graduate with a Bachelor's degree in Finance, equipped with strong analytical and mathematical skills. Eager to launch my career in banking at XYZ Bank, where I can apply my knowledge gained through coursework and internships to help clients achieve their financial goals.Youve made it this far, and now its time to really show the hiring manager that youve got what it takes for the job.Your contact information section is the main section of your CV, and its where most hiring managers will jump when looking at your job application.Its also the deciding factor in whether youll get hired or not.So, lets start by showing you how to format your work experience correctly.Your job title goes on top of each work experience entry you include on your CV.Company name/location/description. Name the employer and include the general location, such as the city and state/country where you worked. In some cases, you can also briefly describe the company, particularly when the organization isnt well-known.Dates employed. Add the approximate period of time that you were employed at each company. Dont give exact dates; the standard format here is mm/yyyy.Achievements and responsibilities. What you did while employed is the core of each work experience entry. List your achievements and responsibilities in bullet points instead of paragraphs, so theyre easier for the hiring manager to read at a glance.While it might sound straightforward, it can be tricky to sum up your work experience in just a few bullet points.Most people just list their responsibilities next to the position.While this approach is okay, it can only take you that far. Hiring managers likely know exactly what your responsibilities and day-to-day tasks were in your previous job. Its your achievements they really care about.So, you should take advantage of the work experience section to make it clear how you took the company from point A to point B.Heres an example of what a well-written CVs work experience looks like:Your work experience entries should always be listed in reverse chronological order, starting with more details about your most recent job and working their way back to the past.Quantify your achievements. Whenever possible, always include concrete data that backs up your accomplishments. These can be percentages, budget amounts, or the amount of time a specific task or achievement took you to accomplish.Tailor your CV to the job ad. Make sure to tailor your CV to the specific job ad. Pay close attention to the requirements and focus on information that shows how you meet the employers needs.Incorporate keywords. Beating the ATS can take a little more effort. Add enough relevant keywords from the job ad so your CV makes it in front of a hiring manager. Use powerful action words. The hiring manager is bored of reading what you managed and what you were responsible for. Instead, make your CV stand out more interesting by using powerful, attention-grabbing words, like facilitated, spearheaded, designed, conceptualized, etc.Looking to write the perfect ATS-proof CV? Check out our guide here.Next, its time to consider your skills.Along with your work experience, the skills on your CV make up 90% of the hiring decision.So, you want to make sure that your skills show that youre the perfect candidate for the job.There are two types of skills you should include on your CV:Hard Skills. These are measurable abilities that can range from using Photoshop to being able to solve complex mathematical equations. Theyre directly related to your tasks.Soft Skills. Also known as personal skills, these are a mix of communication skills, personal traits, career attributes, and more. They can include leadership, critical thinking, and time management, just to name a few.Heres what your skills section should look like on your CV:Follow these tips to format this section perfectly:Separate hard and soft skills. Keep your hard skills separated from your soft skills to make your CV easier to navigate.Tailor CV skills to the job ad. Carefully read the job ad and find out what the employers requirements are. Add any of the listed skills that you do have to your CV.Add experience levels for hard skills. Categorize your hard skills by proficiency so the employers know what to expect from you and how much training you might need.Include transferable skills. Regardless of the job youre applying for, you probably have tons of skins that can come in handy for the position youre applying for.Wondering what skills to mention on your CV? Check out our list of 101+ essential skills for inspiration!Another important part is the education section of your CV.Heres how you should format it:Must-Have InformationProgram Name. Your major and degree type should be listed first. (E.g.: B.A. in Business Administration)University Name. Add the name of the institution. (E.g.: New York State University)Dates Attended. Use a mm/yyyy format for the dates you attended. (E.g.: 06/2008 - 06/2012)Optional InformationLocation. If your university is less well-known, you can also add the location. (E.g.: Stockholm, Sweden)GPA. Use the appropriate grading system for the country youre applying to work in. (E.g.: In the USA, it would be 3.9 GPA)Honors. Add any honors and distinctions youve been given. (E.g.: Cum Laude, Magna Cum Laude, Summa Cum Laude)Achievements. You can mention interesting papers youve written, projects youve done, or relevant coursework youve excelled in.Minor. Minor in Psychology/Lets look at what this section can look like in practice:Youve got the basics now! Now, here are a few tips to keep in mind to perfect this section.If youre making a CV as a student and dont have any work experience yet, you can list your education section at the beginning of the page instead.You can add your expected graduation date if youre still pursuing your degree.If you already have relevant work experience, just keep this section short and sweet.Recent graduates can expand on their education more and add optional information like projects, classes, academic achievements, etc.Always list your degrees in reverse chronological order, starting with your highest degree on top.Your highest and most recent degree is usually enough, so if you have a Masters degree thats relevant to the job, theres no need to mention your earlier degrees.Dont add your high school degree to your CV if you already have a university degree. It doesnt have as much weight, and you can use the space for something else.Only mention your GPA if you had an impressive academic career. Anything below a 3.5 GPA doesnt need to be on your CV.Are you in the process of applying for college? Check out our guide to writing a college application CV to wow that admissions officer!So far, we covered the most important CV sections that are mandatory for any job application.Now, its time to take a look at the optional sections that can help you stand out.Optional CV sections arent the biggest game-changers for your job hunt, but theyre a great option if you have some leftover space and want to spice up your application.These include:Certifications. Continuous learning leaves a great impression on hiring managers. If you dont have work experience in the field yet, showing youve taken the first step, such as a Coursera or Google Certificate, can show your genuine interest in the specific field.Awards and recognitions. Your CV is the best place to show off. Include any awards or acknowledgments, such as a hard-to-come-by scholarship.Publications.Whether youre a freelance writer or a distinguished academic, relevant publications are always impressive. Make sure to include a link so the hiring manager can read your work.Languages. Being able to communicate in more than one language is always a bonus, so include your foreign languages and add your level of proficiency for each on your CV.Personal projects. If you worked on a mock software product during university or you run your own product review YouTube channel, you can add it to your CV.Volunteer experience. Studies show that listing volunteer experience can increase your chances of getting hired, especially if you have less work experience. Volunteering shows you like meaningful work, which means youre more likely to be a loyal employee.Hobbies and interests. While its still debated if hobbies or interests should ever make it onto a CV, adding a bit of extra information about yourself can give the hiring manager insight into you as a person and make you stand out. Some hobbies can even back up your skills, such as painting, which proves your creativity.Extracurricular activities. If you dont have much experience outside of school, any clubs and activities you took part in can show employers how you honed certain skills or managed your time.Trying to write your first CV as a college freshman? Check out our detailed guide to learn how!Youve got the gist of how to make a CV. Now, its time to make it really stand out from the crowd!Follow these exclusive CV tips to take your CV game to the next level:Make sure that the professional title underneath your name matches the job title of the position youre applying for. Hiring managers usually hire for several roles at once, so this can give them a cue about which job youre after, and help things go smoother.Always mention promotions from your previous roles. Your work experience entries should highlight the specific achievements that helped you earn them.Use Laszlo Bockes formula to describe your achievements: accomplished X as measured by Y by doing Z. This takes your work experience to the next level and clearly shows the hiring manager how you can contribute to their team.List your achievements and responsibilities in bullet points, not paragraphs. Make sure to tailor your CV to the specific job ad. Pay close attention to the requirements and focus on information that shows how you meet the employers needs.Avoid personal pronouns like I or me, and never refer to yourself by name. Try an altered third person, such as managed data integrity at XYZ Inc. in place of I managed data integrity at XYZ Inc.The ATS might reject your CV unless the sections are named correctly. For example, names like make a history or expertise should be work experience and "skills", respectively. It also makes it easier for the hiring manager to find what theyre looking for when reading your CV.Only include important keywords from the job ad, not all of them. The keywords you use, such as relevant skills, qualifications, and experiences need to make sense in context since you want to get past the ATS and impress the hiring manager.If you dont have much relevant work experience, highlight your transferable skills. These can come from personal projects or extracurricular activities and help you stand out from other candidates. Use color strategically to make headings, bullet points, or key elements you want to highlight really pop. Just dont use too much of it the information on your CV should be more impressive than the design.Skip the line references available upon request. The hiring manager knows that they can request references from you, so dont waste valuable CV space telling them they can.Your CV should be optimized for mobile devices. Hiring managers tend to use their mobile phones as often as desktop computers, and having your CV saved to a PDF file can ensure that your formatting stays the same across any device.Remember to change the name of the CV file you plan to send. It should include your name and the position youre applying for. Skipping this small detail can leave a bad impression on the hiring manager.Try reading your CV out loud when youre finished writing it. You might notice awkward phrases or spelling mistakes that you would have otherwise missed.Tools like DocSend can track your CV. Use it to get a notification whenever a hiring manager opens your CV, and to even track how long they spend looking at it.If you apply everything we talked about so far, you should have a perfectly well-rounded CV. Youre prepared to take on the job market!But just in case you arent sure what a great CV looks like, here are some examples of different types of CVs that you can use for inspiration.Check out our full guide to writing a student CV here.Check out our full guide to writing an academic CV here.Knowing how to write a CV is one thing, but making a CV that stands out is something entirely different. Without inspiration, even top career experts might stumble on a roadblock or two.Check out the following effective CV examples for specific jobs to get a better sense of what a good CV looks like:Check out our full guide to writing a nurse CV here.Check out our full guide to writing a data scientist CV here.Check out our full guide to writing a business analyst CV here.Check out our full guide to writing a digital marketing CV here.Check out our full guide to writing a software engineer CV here.Check out our full guide to writing a construction project manager CV here.Check out our full guide to writing a customer service CV here.Check out our full guide to writing a high school CV here.Check out our full guide to writing a student CV here.Check out our full guide to writing a server CV here.Check out our full guide to writing an actor CV here.Check out our full guide to writing a web developer CV here.Check out our full guide to writing an engineering CV here.Check out our full guide to writing a computer science CV here.Check out our full guide to writing an architect CV here.Check out our full guide to writing a data analyst CV here.Check out our full guide to writing a remote job CV here.Check out our full guide to writing a sales associate CV here.Check out our full guide to writing a receptionist CV here.Want to see more examples? Check out our compilation of 80+ CV examples for different fields.After youve got your CV ready, its time to focus on other parts of your job application.Your CV is the first step in your job search, but to land the job you want, you need to prepare a matching cover letter and nail the upcoming job interview.The best way to complement your CV is by writing a cover letter.Now, you might flinch at the idea of having to write a cover letter. Unless youre looking for a job as a writer, youre probably not too confident in your ability to write a great cover letter.Thankfully, writing a cover letter is very easy.Cover letters act as a direct message to the hiring manager. They should be no more than a single page and use between 250 and 400 words. This gives you the chance to explain, in your own words, why youre the best candidate for the job.There are plenty of cover letter tips that can help point you in the right direction, so youll be able to write the perfect cover letter in no time.Just follow this structure:include your contact details. Add the same contact information as on your CV, and the contact information of the hiring manager, such as their name, job title, the companys name, and its general location.Present yourself. Start your cover letter by stating who you are, what your relevant work experience is, and what excites you about the position. Include an impressive achievement or two, your crucial skills, and what you can do for the employers company.Build your case. Check the job ad for the candidate requirements and explain how you meet them. Do research on the company so you actually know what you like about it, and make sure to mention it in your cover letter. Convey your genuine excitement for the opportunity and express your confidence that you can contribute to their mission.Conclude it politely. End your cover letter by summarizing how you meet the employers needs for a candidate and thanking the hiring manager for their time. Include a call to action, like "Please feel free to contact me at the provided email or phone number so that we may discuss my application in more detail."Finally, add a polite closing line and sign your full name underneath.Not too hard, right? Heres a real-life example to show you how a cover letter looks:Browse Cover Letter Templates!f youve made it this far, congratulations are in order. But you cant celebrate just yet.The final gatekeeper standing between you and your dream job is the interview process.If you hate job interviews, youre not the only one. After all, having to convince a stranger to hire you isnt most peoples idea of fun.Heres the silver lining: most interviewers ask the same questions.All you have to do is research what the common questions are and show up prepared.Some of these common interview questions include:Theres no need to stress about what formatting for hours before you even get the chance to write your CV!The essential information on your CV includes contact information, a CV summary or objective, work experience, education, and skills. If you have space, you can optionally include sections like certifications, awards, languages, hobbies, and interests.Responsibilities arent as impressive as achievements, so use your CV to focus on those times you went above and beyond at your job instead of just your daily tasks.Always tailor your CV to the specific job youre applying for. Use the job ad as a reference and emphasize the skills and experience you have that match what the employer is looking for.Dont forget to prepare for the rest of the job application process by writing an equally well-crafted cover letter and practicing how youll answer the most common interview questions.

Hoe maak je cv in word. Hoe cv maken. How to write a cv for job application example. Hoe maak je een cv in word. How to write good cv for job application. How to write a cv for job application.