

Before you start: Five basic principles for a good CV

1. Concentrate on the essentials

-

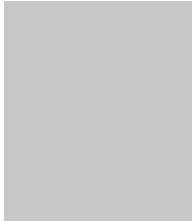
All CV headings/fields are optional. Remove any fields left empty.

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

If you have more than one first name, start with the one you usually use. Example:

John Smith



Insert picture only if required.

 Replace with house number, street name, city, postcode, country

Choose the postal address at which you can be contacted quickly. Example:

32 Reading Rd., Birmingham B26 3QJ, United Kingdom

 Replace with telephone number  Replace with mobile number

Choose the number at which you can be contacted quickly, most likely your mobile phone.

Example:

+44 7871 330 1234

Separate groups of digits in accordance to national convention, to ensure your telephone number is easy to read. Example: +<CountryCode> <AreaCode> <LocalNumber>

 State e-mail address

Choose the e-mail address at which you can be contacted quickly, preferably your personal e-mail address. Avoid fancy or silly addresses. Example:

John.smith@hotmail.com

 State personal website(s)

Be sure it is relevant to the position and it does not hinder your application. Example:

www.sample.com

 Replace with type of IM service / Replace with messaging account(s)

Be sure it is relevant to the position and it does not hinder your application. Example:

AOL Instant Messenger (AIM) john.smith

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

Complete only if required. Check local legal provisions regarding data such as sex, age, nationality, etc. on a CV. Example:

Sex Male | Date of birth 01/04/1973 | Nationality Spanish

JOB APPLIED FOR
POSITION

PREFERRED JOB

STUDIES APPLIED FOR
PERSONAL STATEMENT

Delete non relevant headings.

Replace with job applied for / position / preferred job / studies applied for / personal statement

This heading gives an immediate overview of the purpose of your application. Delete non relevant headings in the left column. Examples:

JOB APPLIED FOR

Human Resources Assistant (ref. 562/2013)

POSITION

Car painter

PREFERRED JOB

Customer Service Representative or Clerical Support

STUDIES APPLIED FOR

Postgraduate Applied Economics

PERSONAL STATEMENT

A graduate with strong communication and organisational skills gained in nursing, now seeking to move into HR as a trainee manager

Use 'Personal statement' only if you have a clear idea of what job you wish to apply for. Focus on your core strengths and achievements related to the job, rather than past duties. A few sentences are enough (max. 50 words). Avoid generic statements such as 'Looking for a challenging opportunity', etc.

WORK EXPERIENCE

- Focus on the work experience that gives added weight to your application.
- Add separate entries for each experience. Start with the most recent.
- If your work experience is limited:
 - describe your education and training first;
 - mention volunteering or (paid/unpaid) work placements which provide evidence of work experience.
- If you are applying for a position you have no prior experience of, underline skills gained from previous jobs relevant for the position. For example if you apply for a managerial position but have never worked as manager, emphasise that your previous position involved significant responsibility and decision-

Other skills Replace with other relevant skills
Use only if these bring added value to your application and have not been already mentioned. Specify in what context they were acquired. Example:
first aid: certified in providing first aid, as part of my scuba diving training
Just mentioning personal interests such as reading, walking, cinema, etc. does not bring any added value. On the contrary, giving examples of activities undertaken would suggest an outgoing, proactive individual who likes to help others:
reading: passionate reader, I help younger pupils with reading difficulties twice a week
mountaineering: experienced climber, active member of the local Hiking and Climbing club

Driving licence Replace with driving licence category/-ies.
Example:
B

ADDITIONAL INFORMATION

- Publications
- Presentations
- Projects
- Conferences
- Seminars
- Honours and awards
- Memberships
- References

ANNEXES
