cvandgo´s 10 tips for writing a great CV:

1. **Use action verbs**: with action verbs you can make your sentences more conscise, more convincing and you can highlight your achievements and skills better. Instead of *"was responsible for a team of 6"* write *"managed a team of 6".* Some important action verbs you can use: *executed, headed, developed, initiated, launched, achieved, in-/decreased, streamlined, transformed,* etc.

2. **Tailor your CV to the job**: You need to stand out from all the other applicants for a specific vacancy and with a standard resume this probably won´t happen. Make sure you adjust your CV for every opportunity to highlight those aspects of your experience that are relevant for this specific position. Use key words from the job description in your CV and highlight how your experience fits the requirements that they are looking for.

3. **Check, double-check and triple check**: it seems obvious but a study by CareerBuilder in 2013 found that 58% of CV's have typos or grammatical errors! It could be a missing accent, dates that are not aligned, or a subject and verb that don´t match. This type of mistake is fatal because recruiters interpret it as having a lack of attention for detail or having low standards, so make sure you and preferably someone else proofread your CV before sending it.

4. **Formatting**: If you´re not applying for a job as designer or artist, the format of your CV needs to be very clean and clear. Consistency is key: don´t use bullet points in one part of your CV and numbers in another. If your position titles are in bold then they always need to be in bold, dates in the same format, etc. Saving your CV in pdf is recommended to avoid formatting errors on different platforms (Windows, Mac, Google Docs etc.) For the font we recommend keeping it simple with Arial, Calibri or Verdana, with font size 11 for the body text.

5. **Don´t limit yourself to formal jobs**: when you´re starting your career you might not have had too many formal jobs. This doesn´t matter at all, just don´t forget to include any volunteer work or leadership experience you've gained from extra-curricular activities during your studies. These experiences have brought you very valuable skills so you shouldn´t leave them out of your CV just because they were not formal jobs!

6. **Keep it short**: a CV that is too long simply is not going to be read in detail by the recruiters. Try to keep your CV to one or two pages. Remember that the CV is just a summary of your experience to help you get that first interview, during that interview you can elaborate on all those relevant details that don´t fit on your CV.

7. **Keyword friendly:** if you need to upload your CV to an online platform, keywords are very important. Make sure you include important keywords for the job you´re applying for so that the search engine will pick out your CV from the pile in the first screening. If you´re not sure which keywords to include, Google the job title and check LinkedIn profiles to get some ideas.

8. **Include a summary**: at the top of your CV include a small summary / personal statement of 3-4 sentences highlighting who you are, your main experience and why you are the perfect candidate for the job. Don´t assume the recruiter will figure this out from reading your complete CV, sell yourself!

9. **Tell the truth:** apart from the fact that it is not ethical to get a new job based on lies, you also need to take into account that in this digital century it is really easy to discover if

someone is being untruthful! Don't risk your dream job because of embellishments on your CV.

10. **Give it a small personal touch**: make sure to include a line on your interests and hobbies to give the recruiter or hiring manager an idea of who is behind the text. If you´re active on social media or you´re a blogger, make sure to include links as well (although you do want to make sure beforehand that you´re online image won´t hurt your chances!).

If you need help improving or writing your CV from scratch, at **cvandgo** we can help you! Check out our website for our services: http://cvandgo.com/en/services/. Our team can support you with every step of the way in your job hunt, apart from CV writing / editing we also write LinkedIn profiles, cover letters and conduct interview practice sessions.