



The Curriculum vitae (CV)

Training for CV and cover letter





What is the CV?

A Curriculum Vitae (CV)

- + is a **written overview** of a person's experience and other qualifications. In most cases it is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants.
- + operates as a **marketing tool** and may be one of the most important documents that the candidate will prepare in his entire professional life.
- + is the sum and substance of **candidates' work experience** and it should demonstrate credibility
- + should convince a potential employer that the candidate is the **“chosen” for the job**, ready to contribute to the organization. The CV has to “sell” the candidate in short order
- + while the candidate might retain all the requirements for a particular position his CV will be a failure if the employer does not instantly come to the conclusion that the candidate **“has what it takes”**.



What is the CV?

A Curriculum Vitae (CV)

- + the **first assessment process** of the CVs - whether it ends up in the "consider file" or the "reject file" – may take less than thirty seconds.
 - + each person needs to know how to review, summarize, and present their experiences and achievements in a limited space (usually max 2 pages - but this might vary, e.g. in France it is max. 1 page).
 - + the CV should be considered more of **a living document in need of constant updating**.
 - + another **difference between resumes and curriculum vitae is simple document length**. The standard preferred length of a resume is one page for new professionals and up to three pages for those with extensive experience.
 - + usually selectors have a **pile of hundreds CVs from which finally they will probably select (only) five to ten interviewees**. In this sense if the CV is hard work to read unclear, badly laid out and containing irrelevant information, selectors will just move on to the next CV.
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What the CV should include

- **Personal details**, including name, address, phone number, email address and possibly any professional social media presence.

There are different rules regarding the information on the date of birth – depending on national practices

- The same with a photo: In some countries a professional photograph is still very important to complete a CV (DE, AT, XX). In some countries, like in the UK, no photograph should be added for reasons of age, gender or race discrimination

- **School education, professional education and training, studies**

- **Employment experience**, starting with your most recent job first. Include dates and temporary or voluntary jobs if appropriate

There are two ways to provide information on your professional experience. In German speaking countries it used to be more common to give first information on school education and then start with the first job in chronological order. Now the US American way is more common – to start with the recent job first and then go back in time. Sometimes it depends on your activity and performance during your lifetime and what you want to highlight in the CV. In case recent years have not been that successful, then start with your first working experiences.



What the CV should include

CV should be **adapted to the specific position** you apply for.



Be aware: the human resource manager does not want to get to know the whole story of your life but the information which is relevant for the recruitment decision

Skills and competences gained from training and past jobs always with reference to the most recent first

- + language skills
- + IT skills
- + other relevant professional skills

Further qualification/training courses

Interests and/or voluntary activities that might be relevant (but not always) and especially if the skills or teamwork concerned are relevant for the job.

Creating a successful CV

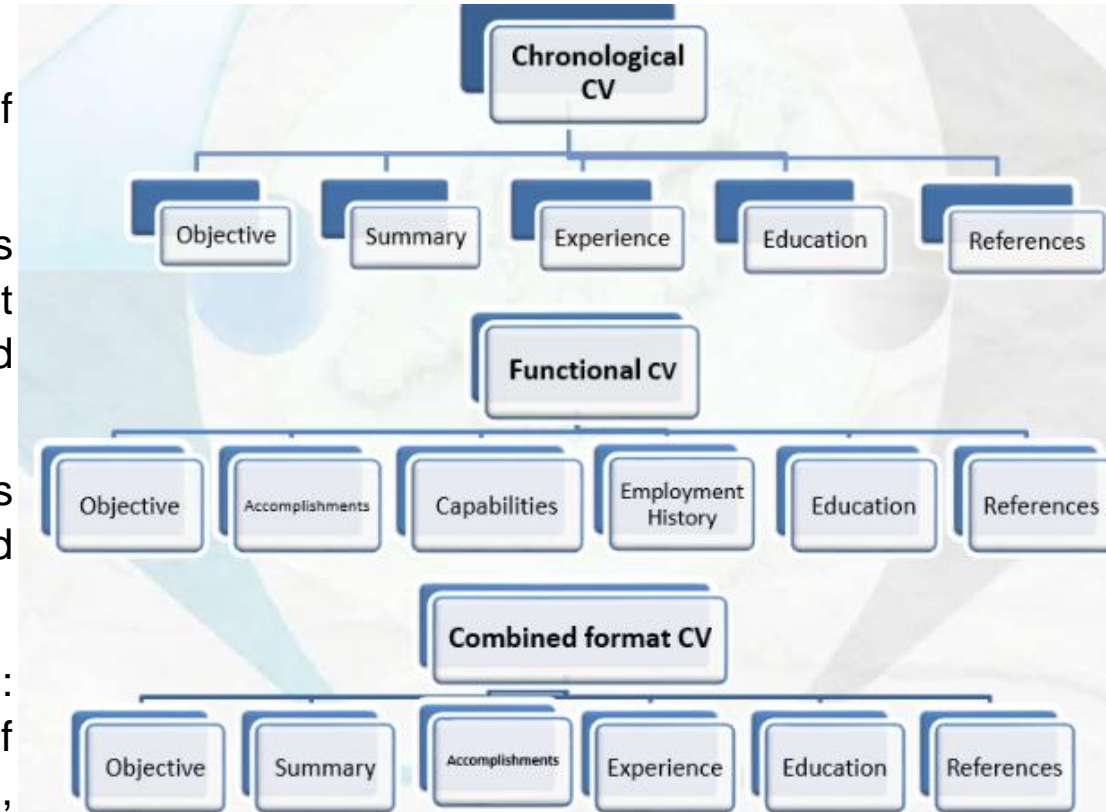
Selecting the appropriate template – format

Internet and modern literacy provides a broad selection of CV templates to address every candidate's CV needs.

You have the opportunity to select those resume headings that are relevant to your particular background and that would help you to effectively promote your skills and experience to the potential employers.

Recently there is an increasing demand for the Europass CV template. Which helps you to present your skills and qualifications effectively and clearly.

Through the relevant website: <http://europass.cedefop.europa.eu> there is a possibility of downloading the template in all the European languages, examples and relevant instructions.



Creating a successful CV

General guidelines

There is no one curriculum vitae applicable for all the available job vacancies. In general, it is advisable for candidates to adjust the CV for different job applications, attempting to make its content as relevant to the job description as possible.

The critical success factor is to identify and adjust the skills and the experience that the employer is looking for.

You should ensure that your CV's content is targeted towards specific employment objectives without including any extraneous or irrelevant material.

There is no any particular rule concerning the template that you should utilize. Unless there is a limitation from the job advert (e.g. Europass) you are free to make use of the format in order to demonstrate that you are a suitable candidate.

Always ask someone to review your CV!

Creating a successful CV

Technical guidelines

The CV should be clearly formatted with the use of a “professional” common type face (Calibri, Arial, Verdana) .

The same format should be kept without changes throughout (changing fonts decreases readability).

The most preferable font size is the 11 point.

The section headings should stand out. In order to achieve that the candidate should use capital letters, a bold type face or also to underline in order to emphasize section headings.

The header can be formatted in a different font and should be larger (approx. 12-14 point).




As far as it concerns the desirable length of the CV, for those with limited working experience their CV should not exceed the 2 pages (in France, 1 page).

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