



Create a CV

How do we select the right information to include on our applications?
How can you not forget anything important and be synthetic at the same time?

Two problematic situations can arise when one wishes to highlight professional experience in a CV:

1. Too much to say:
In the first case, we have too much to talk about. A tendency to want to say everything, in the smallest details.
2. When we don't have enough to say
We don't know what to say about our work experience. Yet there is a lot to say.

Thanks to your first work of introspection and analysis of past professional and personal skills you have already made a very good selection. Not all of your experience and skills are indispensable for every position. You have to highlight some and deliberately not insist on some.

Formatting a CV :

Beforehand:

- You need to carefully analyze the job offer you are applying for
- Understand what is at stake in this recruitment for the company.

It is very important to adapt your CV to each position. What you include in your CV will be more appreciated by recruiters if your professional experience is in line with the position.

The work of introspection being already done, you will go faster in your choices.

Depending on the position you are applying for :

- Select the elements that you feel are most consistent with the target position.
- Valuing job-specific skills.

Educational background is also an important point on the CV, especially for people applying for demanding positions. List your educational background and what you have learned there. Language skills are also highly valued.

To help you, you can use the European Europass website.

<https://europass.cedefop.europa.eu/>

Here you will find all the detailed help and can edit a ready-made CV. It is also possible to take over the content and design a layout that you like yourself.

Additional Tips & Tricks :



CV: 10 mistakes to avoid

- Make a standard CV, i.e. too simple, without customization
- Giving a bad title,
- Using terms that are too technical (acronyms specific to your profession that 4 people know the meaning of),
- Write on the front and back of the paper,
- Use poor quality paper,
- Placing a poor quality or silly photo,
- Make an unventilated presentation that does not make it easy to read,
- Lacking precision in dates, language skills and other skills,
- Making spelling mistakes,
- Leaving holes in his CV, i.e. years without any professional activity,

Apart from these 10 errors, it would be wise to also avoid giving information that is not of great importance. So avoid overloading your CV, give it an adherent and synthetic style. Use key expressions!

CV: the 10 golden rules

- Take care of the presentation with a good layout
- Giving a catchy title
- Provide all contact information such as phone numbers, email, etc.
- Highlighting the skills relevant to the job sought
- Produce a clear and well-ventilated CV to ensure better readability
- Be specific by going straight to the point about skills, experience, responsibilities, tasks and results.
- Being honest without lying on your resume
- Clearly state his or her interests so that the employer can identify the candidate's personality.
- Be positive in order to give confidence to the recruiter.
- Re-use terms used in the job posting description

The general presentation of the CV

- The CV must be created using a word processor.
- Printed on good quality A4 paper or export as PDF for emailing
- The size of the CV: 1 to 2 pages maximum
- It must be airy and easy for the recruiter to read.
- Sentences should be short. Use bullets to structure your content
- Highlight the key points of your journey
- A few colours to brighten up
- Avoid spelling mistakes

The different forms of CVs

The presentation of the information contained in a CV can be done on three models which are presented below:



a. Chronological CV

This model allows the company to showcase its latest skills. Here, the applicant gives the necessary information on his or her skills in all areas related to the position for which he or she is applying. Next, the training section comes next, followed by detailed experiences with responsibilities and tasks in chronological order.

b. The anti-chronological CV

This second model is suitable for a candidate who has had a steady progression in his or her career. It allows him/her to present his/her last professional experience and to highlight his/her latest training. However, it should be avoided when career progression is not regular because it will lead to CV gaps.

c. The Thematic CV

This model is best suited to a candidate who has had experience in different fields of activity without any regularity. Indeed, it allows to highlight a skill or experience in relation to the position to be filled. Here, the writing is done according to themes such as marketing, communication, sales, etc., and accuracy is important to avoid being boring.

Writing your CV well: the different sections explained

Regardless of the CV model you adopt, knowing the different sections allows you to provide quality content and attract the recruiter's attention. Here is an overview of the headings that are important in a CV.

a. Civil and coordinated status

This section is the one that allows the candidate to be contacted if his/her CV is selected. It is therefore in his interest to write it carefully to insert his surname, first name, age and address. He should give his telephone number, email address and other contact details. Other information such as age, driving licence or marital status is not compulsory, but may be included depending on the interest of the recruiting company.

Usually placed at the top of your CV, it acts as a business card.

b. The title

The title is indeed the element that catches the employer's attention in the first place. It is true that it is not required, but inserting it in the CV is an advantage for the candidate. However, it should be short (about 5 words) and should succinctly describe the candidate's occupation or qualities.

c. The catchphrase

A catchphrase is a text intended to attract the attention of the person reading it. In a CV, just like the title, the teaser should be written in such a way as to catch the recruiter's attention and make him or her read the CV all the way through. This small text of about 12 words should contain the candidate's function and what makes him or her special. Accuracy is essential given the number of words.

d. Work experience

In this section, the candidate highlights each of these experiences with dates, positions held, responsibilities assumed, tasks performed and companies in which he or she has worked.



e. Trainings

This section contains information on the level of education, diplomas obtained and other additional training. At this level, the applicant should focus on the most recent diploma and training courses that are relevant to the position to be filled.

f. Technical skills and specific knowledge related to the trade

Here, the candidate can give information such as the level of computer knowledge or other technical / specific skills related to his/her job or sector of activity.

g. Languages

With regard to language skills, the candidate should focus on the foreign languages he or she is proficient in. They should indicate their level of knowledge, whether at school, at work or at another level.

h. Personal information (miscellaneous and leisure)

At this level, the candidate has the choice to add other information that might be of interest to the recruiter. However, he must not forget the hobbies that allow the recruiter to identify his personality. This is where he can talk about his associative activities and his favourite hobbies. Little tip: Avoid mentioning "boating" hobbies such as going to the movies or reading. Everyone likes to read or see a good movie. Try to specify the type of reading or film you enjoy so that the recruiter can better identify you.