

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

CV CHECKLIST

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LAYOUT, STRUCTURE, LANGUAGE

- Horizontal lay-out; no columns
- Minimum font size of 11, preferably 12
- Single-space, extra space can be added where appropriate
- If colors are to be used at all, use only conservative ones
- For all proper nouns ONLY the first letter is capitalized
- No "franglais"

OPENING SECTIONS

- Only contact information is at the top, nothing else
- There is a title / objective under the contact information
- Your specific skills and qualities appear under the title, in bullet-point form, not more than one line per competence
- No points at the ends of lines
- Use parallel structure = starting with the same grammatical form all down a list
- Remember that parentheses are around something that is unimportant; you may prefer a colon or a comma

EDUCATION

- Only the year the degree was obtained (not the whole school time)
- Use parallel structure = date, diploma, school... are in the same order for every education item

WORK EXPERIENCE

- Verbs**, get rid of the preposition «of» as much as possible
- Do not give months; if the time is short prefer to write out the number of months after the job title, e.g. "Internship (1 mo)"
- Use parallel structure = date, job title, organization, description of the organization ... are in the same order for every experience item
- Description of the job immediately follows the job title; description of the organization immediately follows the organization's name
- Lines should be cut according to logical phrasing