

Your CV guide:



Things that are important in your CV:

Last workplace.

Your experience in a particular area related to your profession is always important. If you don't have any experience yet, emphasize your education and theoretical / practical preparation

Recognition of the company.

Are the companies that you have worked for well – known, recognizable, and well rated?

General experience.

Proving that you are a potential employee is also essential. Mention the information related to the job position you are looking for. Be motivated.

Key words.

If there are certain requirements for the job position, such as job experience or particular skills make sure to emphasize them because these skills are the key words that employers look for.

Your virtual personality.

Introduce yourself on the Internet without embarrassment.

Logistics.

It is important where you live and whether you'll be able to move if the internship/job is in another city?

KTU Career and Education Centre reminds:

Check there 10 essential aspects before sending your CV

1. Aim of the CV (don't forget to mention the job/internship position you strive for).
2. CV has to be written for a particular internship/job place and has to match the requirements of the company.
3. CV has to be short and concrete. Make it 1-2 pages at most.
4. In the beginning of the CV, give a short description of your skills.
5. Have a couple of copies. Send the CV document in PDF format and name it "CV_Name_Surname"
6. Include your previous job position, as well as your achievements in that area.
7. No grammar and punctuation mistakes!
8. Your CV has to attract attention in a few seconds.
9. Provide contact information: telephone number, email address, link to your LinkedIn profile and the city you live in.
10. Don't forget that every employer knows how to google.