

Checklist powerful CV – short version

Content

What does the employer want to know about you? What do you think (s)he will want to discuss?

- Highlight in a vacancy/on the organisation's website what the employer considers important.
- Choose **3 things** (characteristic, motivation, interest, knowledge, experience*) that you want to highlight

*Side job at Etos? What did you learn/see/do there that could help you in this job? If necessary, discuss this with others.

What do *you* want the employer to know about you? What do you want to get across?

Which moments you have experienced are, in your opinion, most relevant for the function / the organisation / the tasks you are going to do? It could be something new you have learned (knowledge/skills) or a moment when you thought "this is an important topic/interesting subject".

- Think of **3 things**:

Lay-out

The CV gives a good impression of what you have to offer

- The what draws the most attention (e.g. is bold/coloured)
- The most relevant tasks/things you did are explained in max. 3 lines/bullets
- The description focuses on your role
- Photo: professional (attitude, dress, appearance), friendly, neutral/natural background

The CV has a clear design: employer will quickly find what he wants to know

- The most relevant and most recent is always at the top
 - in terms of sections and per heading (always anti-chronological)
- Important experiences are not snowed under in a list (split up in different parts)
- The CV looks calm and well-designed in terms of layout - consistent, use of white lines, indentation, sentences on 1 line, fonts, symbols, emphasis (e.g. bold) and use of colour

The CV is concise

- Active writing style - for example instead of 'research done' write 'research into'.
- Telegraphic style - keywords instead of full sentences
- Without unnecessary distractions - 'logical'/ irrelevant info, unnecessary repetition, too much text/explanation