

The Professional Life of the perfect CANDIDATE

Your CV is designed for one main purpose: To get you a **job interview**.
Employers spend less than 30 seconds scanning your CV so it needs to be **clear**
and **concise**.

Your resume is your passport to the world of opportunities!



Contact details

Include your name, address, telephone number and e-mail.

optional: Linkedin, website link, photo

Personal statement

Keep it to about 50 words, highlight relevant experience, key attributes and goals.



Work

- List your focus on the
- Include responsibilities
- Provide specific role rather than
- Include factual on size of project
- Include all roles particularly if your organization for a



Work experience

- List your most recent position first and focus on the outcome of your work;
- Include role, organization, dates, main responsibilities and achievements;
- Provide specific details on your personal role rather than the team;
- Include factual information where possible on size of project, any values etc;
- Include all roles over the last 10 years particularly if you have been at an organization for a long time.

Education & Professional Qualifications

List your most recent studies first.

Full name of your school and faculty in a reversed chronological order.

If you've just entered the job market it is useful to include your main courses and the title of your thesis/diploma work.

Language skills: always include your current and active level besides your language exam which in fact might not always reflect your active knowledge



Skills

Computer skills; special SW skills;
driving licence





Hobbies and interests

Optional but gives the interviewer an insight into your personality.



This should be the last and the shortest section

Tailor your CV

Making the effort to tailor your CV to **highlight** relevant experience for the role you're applying for will increase your chances of securing an interview.

Keep it simple

Steer clear of long paragraphs, bullet points are easier to read.

Show what makes you unique

There could be hundreds of candidates applying for the same job as you.

As well as looking for skills, employers are looking for solutions.

So don't just explain what you've done, stand out by letting the employer know how can you make a positive impact, highlighting notable achievements in previous roles is one of the best ways to do this.

Keep your CV up-to-date!

There are couple of things unnecessary to put into your resume:

- your religion
- the name of your parents and children
- your salary expectation

And last but definitely not least always **re-read** your resume and ask someone else to check it for you so that you avoid spelling mistakes which you cannot afford when applying for a job.



Use WORD form instead of Europass!

Thank you for your attention!

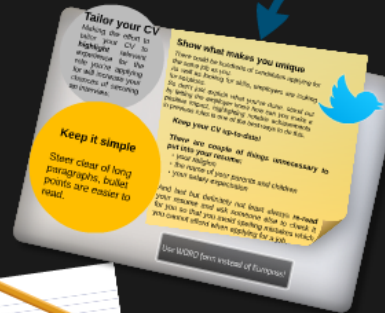
Orsolya Cseh
Managing Director
VISION Recruitment


visionrecruitment
Your Vision – Our Mission

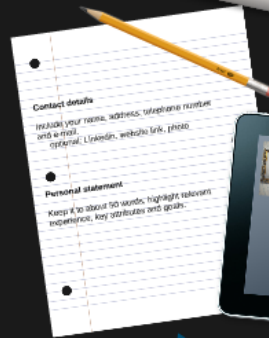
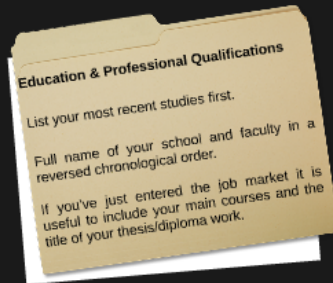
MacBook Air

References

Skills



Experience



Education

Interests

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