



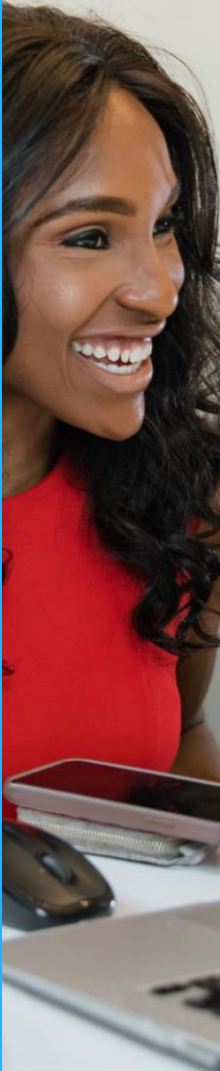
# 9 Tips to level-up your CV and stand out from the crowd!

EXPLORE >

# HEADLINE

Grab the attention of recruiters and make your CV stand out.

- Explain how **you can help** the company to:
  - make revenues
  - cut costs
  - solve problems they face
- **Use action verbs** & job specific keywords
- **Customise** your headline for each application to get higher chances



# PHOTO

A professional photo adds a personal touch to your CV and helps recruiters remember you.

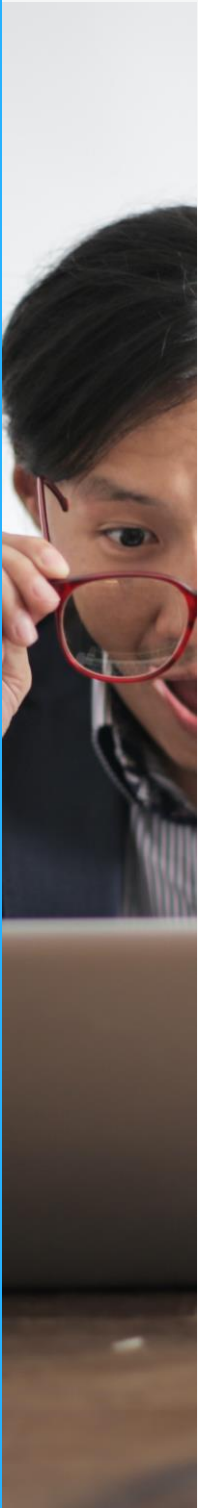
- **Choose it right:** high-quality & recent photo
  - Neutral background
  - Good lighting
  - Keep the frame on shoulder-length
- **Tailor it** to the profession or the industry you are applying for (but make it yours!)
- **Photo or no photo?** In some countries a photo is expected; in some others it goes against laws



# PROFESSIONAL EXPERIENCE

Highlighting relevant work experience that makes you qualified for the position.

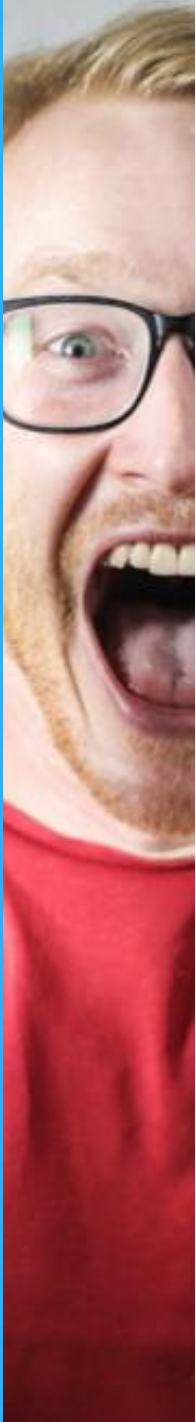
- List experiences in **reverse chronological order** including title, company, dates of employment
- **Quantify** your achievements with specific metrics or numbers
- **No relevant experience?** Avoid gaps in your CV: simply list the dates and the position



# ACHIEVEMENTS

Give concrete evidence of what you can do.

- Include any **significant accomplishments**, such as awards, recognition, or milestones reached
- Highlight how your actions made a **positive impact & contribution** to the business
- **Quantify** your achievements with specific metrics or numbers



# EDUCATION

Emphasizing educational achievements.

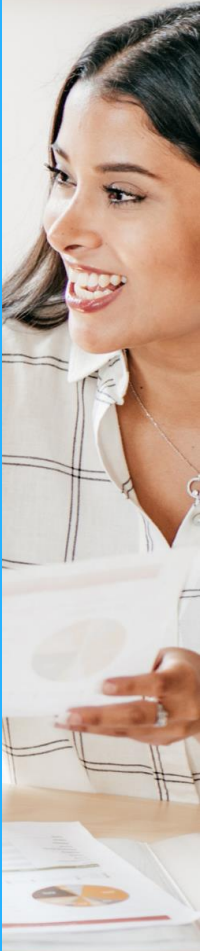
- List qualifications in **reverse chronological order** including institution, qualification, and graduation date
- Mention your **thesis topic** if relevant for the job / industry (also, some countries or industries require a **minimum grade**: include it if necessary)
- **Just graduated or changing career?** Highlight relevant coursework or certifications in a specific area



## SKILLS

Identify the skills that are most relevant to the job you're applying for.

- Prioritise the **relevant skills** mentioned in the job posting
- Include a mix of **hard** skills (e.g., programming languages, software proficiency) and **soft** skills (e.g., communication, teamwork) and highlight **transferable** skills
- **Make it tangible** through links to your portfolio, site, etc.



# HOBBIES & INTERESTS

Showcase your personality and how you align with the company culture.

- **Avoid generic** or controversial hobbies
- Select those that demonstrate **desirable qualities** (e.g. leadership, creativity, teamwork)
- Consider hobbies that **relate to the job** or industry you're applying for





## REFERENCES

Mention that references are available **upon request**.

- **Never include** names or contact details of third parties
- As you go forward in the process, **contact your references** to brief them about the job, so they can speak more specifically about your suitability for the role.



# FORMAT & LAYOUT

Be sure your CV easy to screen!

- Make it **visually pleasant**:
  - Clear and legible fonts
  - Consistent spacing and text alignment
  - Headings, subheadings, bullet points
- Aim at **1 page** length and don't go more than 2 pages
- Submit your CV in **pdf** format to keep the layout

**Follow us for  
more!**

**And don't  
forget to  
join our talent  
community**

