



WORK AND LEARN

What makes a great CV?

If we take job hunting as a process, CV is probably most important part of it. CV is the first opportunity to create impression on the hiring manager. There are no set standards for presenting your CV as it differs from industry to industry, but we think following the points highlighted below can help you making your CV look structured, clear and specific.

1. The CV should not be more than two A4 pages long, typed neatly and clearly laid out.
2. Use professional font and colours (Ideally Black).
3. Contact Details (mobile and email) must be clear and easy to find – ideally on the top of the page.
4. Describe your legal status to work in the country you are applying to work
5. Describe your objective followed by key skills (ideally in bullet points) which can be clearly spotted by the hiring manager.
6. Your professional career summary, should start from most recent job, followed by other experiences according to the dates
7. Describe each employer briefly; clearly mention the Job roles and responsibilities held with different companies.
8. Your academic detail should show the names of institutions and date along with the qualification acquired.
9. Don't misguide or use false information in your CV as most of the companies now run reference check which requires producing evidences/references for previous education and experiences.
10. Run spell and flow check before sending it to the employer.