

## Curriculum Vitae

How can you make sure that your CV results in an invitation for a job interview? This is hard to say, because hiring staff is a human effort and everyone has a different perspective on CVs. Someone might like a calm format and factual formulations, while another person is looking for someone who has put an effort in creating a striking CV and motivation letter with passion and creativity evident throughout.

Before you start writing, it would be smart to first contact the person to whom you will be directing your application. This will give you the opportunity to better understand the context and background of the vacancy and to use this information to align your application. In any case, put an effort into creating a neat-looking document, write everything in a similar writing style, and ensure consistency in content and layout. Determine the image you want to get across and go for a presentation that reflects this!

### General tips

- ❑ Make sure that the information in your CV is relevant to the recipient;
- ❑ Adapt your CV for every application, delete, clarify or move relevant skills or experience;
- ❑ Remember that a recruiter will scan your CV in 20-30 seconds;
- ❑ So make sure that your CV is clear with different formatting styles - *but not too many*;
- ❑ Avoid abbreviations and technical jargon;
- ❑ Make sure your CV does not contain any spelling mistakes;
- ❑ A CV always has a reverse chronological structure - *most recent education and work experience at the top*;
- ❑ Limit yourself to 1 or 2 A4-sized pages - *depending on the preference of the company and the sector in which you are applying*;
- ❑ Always send your CV as a PDF and put your name in the title of your CV, motivation letter, and email;

### Header

Curriculum Vitae, possibly your name.

### Picture?

A picture draws more attention, but only use a sharp, friendly and professional picture. So, no holiday pictures or serious passport photos, like the one on your identity card. Adding a picture to your CV is allowed in the Netherlands, but not required. If you apply outside of the Netherlands, then check what is customary for your selected country.

### Personal details

Name	<i>unless this is already in the header</i>
Address	
Telephone	<i>check your voice mail message</i>
Email	<i>not your student email, because this will expire when you finish your study. Your CV may be kept on file for a longer period. Also make sure you have a "respectable" email address, so not something like hotty88@gmail.com.</i>
Date of birth	
Nationality	<i>if this is relevant to your application</i>
Driving license	<i>only if this is relevant, or state this under other information</i>
LinkedIn profile	<i>check whether your profile fits your CV and make sure you have a personal URL</i>

## Personal profile

A section of “free text” to draw attention to you as a person, your ambitions, characteristics, special skills, mentality, etc. Use a couple of lines (preferably no more than 6) or bullet points. Keep it short and very simple. This piece of “free text” is optional. If you are not able to write a good profile, then just leave it out.

## Education

To start off with, we recommend you mention your education first in your CV and then your work experience later.

As soon as your work experience starts to “outweigh” your education, you can consider turning this around.

Indicate the time period of your studies, the name of your studies and the educational institution, or vice versa: first the educational institution and then the name of your studies. If you took subjects, specialisations or minors which are particularly relevant for the job vacancy, then you should obviously include these. Internships should be listed separately under study projects or work experience.

*Example:*

2009- present **Bachelor in History** *Radboud University Nijmegen*  
Relevant subjects: .....  
Bachelor’s thesis: “.....” (grade: 9)

## Study projects or international experience

A “study projects” section in your CV is optional if you wish to emphasise these projects. For example, consultancy projects or internships that you did. Would you like to emphasise something else, such as your international experience, then create a section in your CV with “international experience”.

## Work experience

Maintain the same format as that of your education. So, time period, job title, company name. You can also state your internships here instead of under “study projects”. The choice is yours.

*Example:*

06/2012-10/2014 **Service desk assistant**  
*Company X, Nijmegen*  
Answering various customer queries by phone and email.  
Promoting the organisation during open days.

## Extracurricular or secondary activities

Maintain the same format as that of your education. So, time period, job title, association name.

This forms an important part, especially if you don't have a lot of work experience yet. Many recruiters specifically look for extracurricular or secondary activities. In fact, this is also work experience, although with a different name.

*Example:*

2009-2010 **Chairman**  
*History Study Association (GSV), Nijmegen*  
Managing 5 board members  
Organising an annual study trip

### **Language skills**

Determine the importance of the languages for the position and based on this determine whether to use a long or short description.

*Example:*

Dutch (mother tongue), English (very good, Cambridge Certificate of Proficiency), German and French (basic knowledge).

### **Computer skills**

*Example:*

Familiar with Microsoft Office, Vista, SPSS, HTML. The ability to quickly learn new programs.

### **Interests**

In this section you should carefully consider what you are trying to get across by stating your interests. Which qualities do you want to emphasise? Recruiters can garner interesting information from your interests. For example, if you mention travelling, you show flexibility and an openness to other cultures.

*Example:*

Music (piano and violin), horseback riding and travelling (Nicaragua, Australia, California and South Africa).

### **Other information / knowledge and skills**

These could include a list of conferences, in-house days, your own website or business courses. This section includes additional relevant information that may increase your chance of being invited to a job interview.

### **References upon request**

Indicate that you can provide references upon request. Make sure your former or current colleagues, or teachers can be approached if requested.