



Before we start working on an improved CV, you will evaluate your current CV. If you don't have one yet, you can start drafting with this exercise. Remember that keeping your CV both in English and Spanish up to date will make it easier to apply to a job offer. For this exercise, use your **CV in English**

Mark an **X** where you fulfil the recommendation. If your CV does not contain the information due to your particular case, mark **Non applicable**

#### What is your professional goal?

- ☐ I am looking for a new role
- ☒ ~~I am searching for best salary opportunities~~
- ☐ I am unemployed and look for opportunities to gain experience
- ☐ I am open for any challenge

	Yes	No	N/a
The CV contains contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The CV contains a personal statement that describes your occupation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The CV describes achievement using action verbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The CV is consistent in grammar and tense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work history includes job title, company, dates of employment and key responsibilities and achievements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work history and experience contains key words of what you look for in your next job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoids clichés and uses detailed descriptions and evidence for your skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Includes technical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes soft skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The photograph is clear and transmits your personality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The font is clear and legible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# PLACEMENT TRAINING FOR DATA ANALYST

The CV can be easily scanned

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For more information, consult: [CV Guide](#)