Best Practices CV and LinkedIn Building

***CVs***  
- Please send through your CV in a Word-file(.doc/.docx). This way we can provide in-text comments on draft versions, using Track & Changes as well as more general comments. A final word-version will be sent to Wouter, who converts it to PDF before sharing it with prospective companies.  
  
- We suggest to keep the CVs basic and clean. Date of birth, marital status, country of origin are not advised. Address should be in place as we use this to look for companies adjacent to the students’ living location.

- Please do not use any crazy CV templates or online tools. They often make editing a nightmare and require a subscription.  
  
- Some of of you might have limited work experience. In such a case a bit more creativity is required. Education can be featured on top. Often, participation in the HackYourFuture course can be featured first. It might be useful to spend a few lines of text on describing the 6-week project students’ work on towards the end of their training. See the CV examples ([here](https://github.com/HackYourFuture/alumni/blob/master/Sample_CV_1.doc) and [here](https://github.com/HackYourFuture/alumni/blob/master/Sample_CV_2.doc)) for some suggestions.

- Work experience not related to web development should be listed on the CV if the skills used are relevant (project management, customer interaction, leadership, etc.).

- No surprise, but grammar and spelling mistakes are unacceptable.

- The summary-statement should not be longer than 2-3 sentences. Keep it simple.

- The use of photographs is up to you. We stress that the use of a photograph is only advised when the photo actually looks professional

- Students will have to carry the vast majority of the workload. It is not the CV mentors’ job to re-write the whole CV. In-text comments and corrections using Track Changes can be useful.  
  
- Make sure to only list skills/competencies (soft and technical) you actually possess. 10+ skills are overkill.  
  
***LinkedIn***

- Use a professional photo  
  
- Make sure to list your skills, this can be picked up by recruiters. If contacted by recruiters, make sure to note that HYF will charge a placement fee (for both internships and job offers).

- Keep your headline brief