

How to create a CV

How important is the CV?

The CV is the most important thing when applying to jobs, it is the first thing recruiters look at and if you seem as a match they will move on and check other things such as LinkedIn, Github, Portfolio.

Cvs are usually scored based on how fast the recruiter can scan the CV to check if your CV matches the job application or not, in other words how simple it is for a recruiter to look at your CV and get the relevant information needed to score the CV such as **years of experience, technologies used.**

How does a great CV looks like

A great CV is a relative thing, it depends on the job you are applying to and the personal taste of the recruiter but there are some key points that are usually good to have in your CV, remember the goal of the CV is to show how well you match the job description so it is possible to create multiple CVs for different audiences.

Overall your CV should focus on being easy to scan (read) with a high match for the job description at least 75%+ match.

What to DO

- Use a template for your CV, here is a decent website for that [canva](#).
- Use a spell checker, same typography (size, type), align items.
- Make it simple, do not over complicate things, the easier to scan the better.
- Add your name at the top of the page along side the contact information.
- Make sure your Email, usernames are professional.
- Use hyperlinks for your Github, linkedin and projects.
- Add a short summary about yourself.
- Add a section for the technical skills you are comfortable with.
- Add a section for education, university bootcamp, etc.
- Add a section for related job experience and if none, a section for the projects that you have created it, should be hyperlinked with a deployed version, demo video, explain what it is and what it is used for and with what technologies

What NOT to do

- Do not add photos, religion, location, marital status, age.
- Do not mention every technology you have worked with, specially if you haven't used it in a previous job or a good project.
- Do not focus on the education rather than the experience, the latest best experience is the first in the chronical order.
- Do not add unrelated experience like “worked at Mcdonalds”

How to create a cover letter

How important is the cover letter?

A cover letter is a must when applying for jobs, even if the application form states that it is optional to add, a good cover letter shows that you are interested in the job, and to show that, you will have to customize your cover letter for each job.

A good cover letter should demonstrate the following:

- Your good communication skills
- How well you understand the role
- Why you are qualified for this job
- Showing your interest in the job or company

What to DO

Your cover letter should be at least three paragraphs about the following topics.

- The first is about creating a personal connection and to explain which position you are applying for
- Second is about showing off your skills and why you are a good fit for the job (to show how well you match the job description)
- Third is about showing that you have read the job description or about the company (to show that you are interested, not applying randomly)

An example of a cover letter

Dear recruiting team at [Company name] (You could mention the name of the recruiter instead)

I hope this finds you well, I hereby apply for the position of [Position name] at [Company name]

I am a full stack developer, I mainly work in [Technologies you know that match the job]. I also have some applied experience in working remotely in a team environment. (it depends on the job description)

I have seen the way [company name] values innovation (valuing innovation was mentioned) and has developed an impressive CMS (what they work on was mention) so i would be extremely happy to be working in an agile team (Agile team was mentioned) like yours and able to contribute with my experience and knowledge.(Try to mention anything that proves that you have read the job description or about the company)

I am looking forward to hearing from you.

Kind regards, [Your full name]

Linked In