Resource Page
Some tips for creating an effective CV

You want your CV to have a link to your **Linkedin account** and your **portfolio site** so recruiters can immediately see what you've accomplished.

Add the logo of the companies you have worked in. Link their website or LinkedIn profiles too. Write a short description of what the company does if they are not well known.

Remember to add how long you have stayed in a particular role. Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).

When writing out your achievements and responsibilities for a job, it is ideal to follow this format: **"I have achieved X by doing Y with a result of Z."** Quantitative information is highly preferred.

Only list skills you are confident in and are relevant to the job. You may also list specific software or tools that are important to the role.

Adding your photo to a CV is optional. Photos help recruiters remember you, but there is a risk of unconscious bias.

Adding volunteer work and other interests is optional. Information under this section may seem irrelevant but it can build rapport with recruiters.

Do not crowd your CV. Feel free to use a second page, which usually features your educational background and other achievements and awards.

Ensure that the CV's design aesthetic **matches the job you are applying for.** For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.

Having a list of references is no longer required in CVs. The same goes for a summary or objective section.

Important: Download your CV as a **PDF**. Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.

What recruiters usually look for in a CV (in order of importance):

- Experience
- Role or Title
- Company's Credibility
- Results, Responsibilities, Achievements
- Portfolio
- Contact Information
- Skills & Relevant Software
- Educational Background
- Volunteering and Other Interests