

# Guidelines for Writing the Perfect CV for a Job Interview

## 1. Start with Strong Personal Information

Include your full name, phone number, email address, and optionally your LinkedIn profile. Make sure your contact details are professional and up-to-date.

## 2. Write a Compelling Professional Summary

A short 3–4 sentence summary highlighting your experience, skills, and what makes you an ideal candidate. Avoid generic phrases—be specific and impactful.

## 3. Highlight Your Work Experience

List your experience in reverse chronological order. For each role, include job title, company, dates, and bullet points describing your achievements. Focus on measurable accomplishments.

## 4. Showcase Your Skills

Include both technical and soft skills relevant to the job. Ensure your skills match the requirements in the job description.

## 5. Include Education and Certifications

State your highest level of education, institution name, and graduation year. Add any relevant certificates or training that strengthen your application.

## 6. Use Action Verbs and Quantifiable Results

Use strong verbs like “Developed,” “Implemented,” “Designed,” and back them with numbers when possible (e.g., increased sales by 20%).

## 7. Keep Formatting Clean and Professional

Use a simple font, clear headings, and consistent spacing. Avoid clutter, graphics, and unnecessary colors unless the industry allows it.

## 8. Tailor Your CV to Each Job

Customize your CV based on the job advertisement. Emphasize relevant experience, keywords, and skills.

## 9. Keep It to One or Two Pages

Recruiters quickly scan CVs. Keep information concise while covering the most important points.

## 10. Proofread Before Sending

Check for grammar errors, typos, and formatting inconsistencies. A polished CV leaves a strong professional impression.

**Good luck with your interview preparation!**