

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!