

Summary

1-4 sentences

Highlight your most relevant strengths, skillset, and core competencies that are unique to you as a candidate

Demonstrate how you will add value to the company

"Computer Science graduate passionate about data engineering and machine learning. Highly-capable leader, having led multiple class projects to completion. Proficient in a range of modern technologies including Java and Scala."

Soft Skills

Soft skills relate to how you work. Soft skills include interpersonal (people) skills, communication skills, listening skills, time management, and empathy, among others.

Hiring managers typically look for job candidates with soft skills because they make someone more successful in the workplace.¹ Someone can be excellent with technical, job-specific skills, but if they can't manage their time or work within a team, they may not be successful in the workplace.

<http://www.competencylibrary.com> – list of competencies

Hard Skills

Hard skills are teachable abilities or skill sets that are easy to quantify. Typically, you'll learn hard skills in the classroom, through books or other training materials, or on the job. These hard skills are often listed in your cover letter and on your resume and are easy for an employer or recruiter to recognize. Hard skills include proficiency in a foreign language, a degree or certificate, computer programming.

Education

In reverse chronological order, list these details:

University

Major or focus

Time frame

You don't need to include your high school name!

Use this section for alternative education – courses, trainings, workshops, etc.

Hobbies

These activities show commitment, responsibility, and leadership. Information like this can help employers realize that you could be the best candidate for the job.

Tailor your CV to the job

Each business is unique

You should try and adapt your CV and experience to demonstrate that you're right for that specific apprenticeship/internship/job.

This doesn't mean you have to craft a brand new CV from scratch for every single job application, but have a think about what specific experience or skills would impress that employer, and make sure these are prominent.

Tools

<https://cvmkr.com/CV/>

<https://www.canva.com>

<https://www.myperfectresume.com>

Avoid in your CV

Age and date of birth

Address

Gender

Relationship status

Nationality

A non-professional email address or Skype

Positions without description

Mistakes

Weird designs

Top 3 lifehacks:

1. Honesty is the best policy.
2. Check it, than check one more time. You can also use some external services to check the text in your CV, for example Grammarly.
3. Use SoftServe team support to make sure your CV is the best one.