

Writing your European Curriculum Vitae - 5 top CV tips

The five basic principles for a writing a good CV are:

1. Concentrate on the essentials

- A CV must be brief: in most cases one to two pages are sufficient. In any event, do not exceed three pages.
- If your work experience is limited, describe your education and training first; highlight work placements during training
- If language skills are important for the job you are applying for, fill in the Europass Language Passport available on this site and attach it to the CV.

2. Be clear and concise

- Use short sentences.
- Concentrate on the relevant aspects of your training and work experience.
- Explain any breaks in your studies or career.

3. Adapt your CV to suit the post you are applying for

- Before sending your CV to an employer, check that it corresponds to the profile required.
- Do not include work experience or training which is not relevant to the application.
- Highlight your advantages according to the specific needs of the prospective employer.
- Beware: do not artificially inflate your CV; if you do, you are likely to be found out at interview.

4. Take care over the presentation of your CV

- Set out your skills and competences clearly and logically, so that your advantages stand out.
- Pay attention to details such as spelling and punctuation.
- NB: Print your CV on white paper. Retain the suggested font and layout.

5. Check your CV once you have filled it in

- Remove any spelling mistakes, and ensure it is laid out clearly and logically.
- Have someone else re-read your CV so that you are sure the content is clear and easy to understand.

<http://www.europa-pages.com/jobs/euro-cv-tips.html>