

CHAPTER 03

CURRICULUM VITÆ (CV)

1. What is a CV and why do we write it?

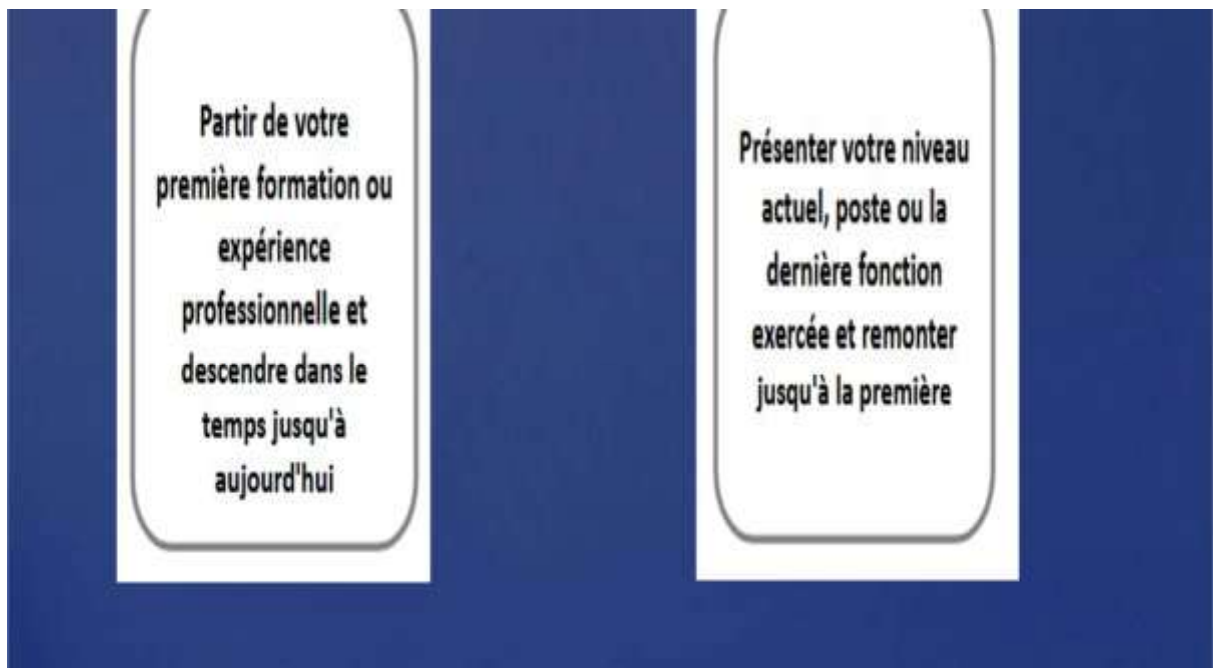
The curriculum vitae (CV) is a crucial document that provides employers with an overview of your work experience, education, and skills.

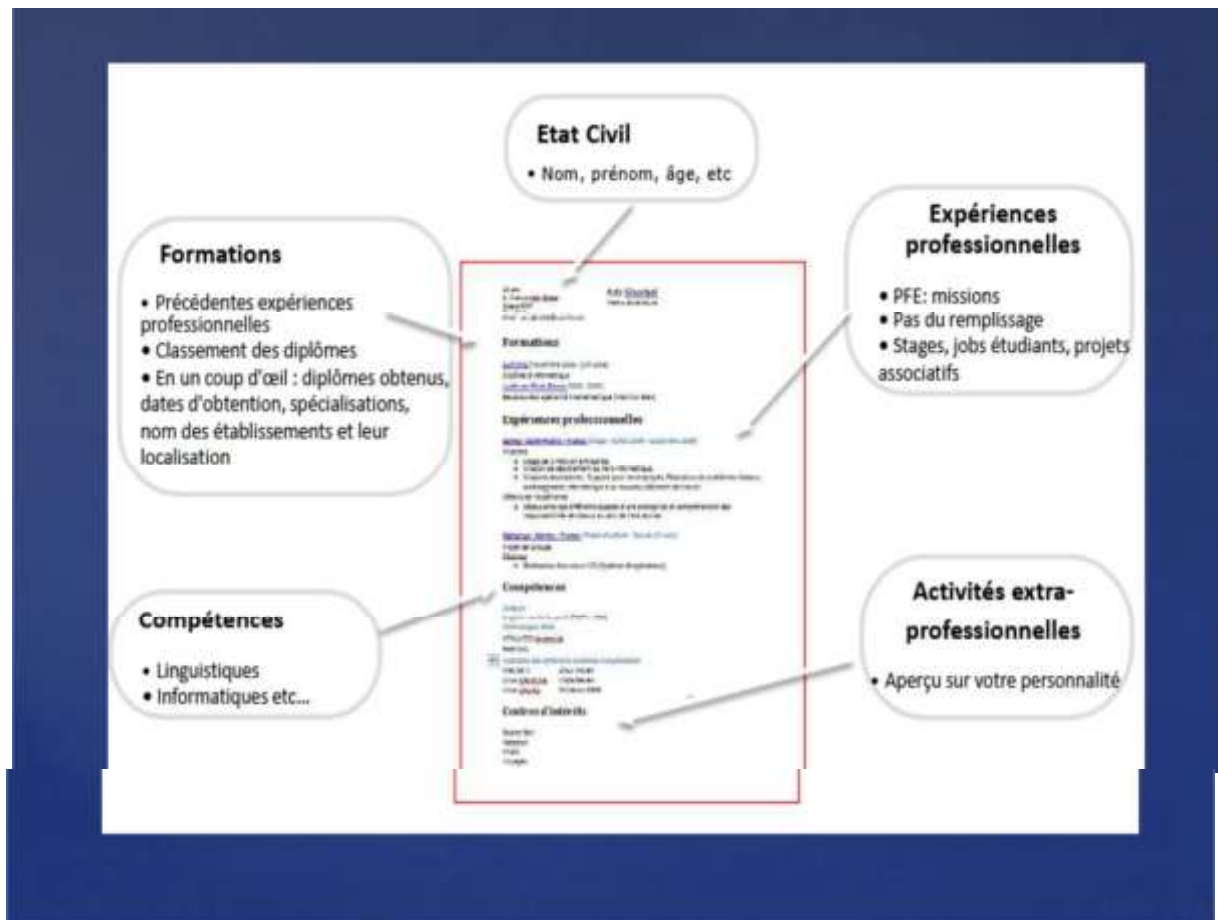
2. The basics of CVs and the main rules

1. Being honest and transparent;
2. You should always be authentic and true to yourself;
3. The rule of "CV = sincerity" must always be upheld;
4. Avoid using negative language in a CV;
5. Always have a friend or an unbiased third party review your resume before submitting it.

3. It depends on your background

Recruiters generally prefer a reverse chronological order, as it allows them to quickly see your most recent positions and experiences.





What to avoid when writing a resume.....



5 THINGS NOT TO INCLUDE ON YOUR CV



1 PHOTO

"Should I put a photo on my CV?" In the United Kingdom, the answer is a clear no (due to potential discrimination concerns).



2 "I," "ME," OR "WE"

Your CV should be written entirely in the third person. Do not use any of the following words:

- I, me, my, mine
- We, us, our, ours



3 FANCY FORMATTING

Keep it classy. CVs that include bold colors, multiple columns, creative fonts and symbols that allow you to rate your skills on a 1-5 scale generally aren't taken very seriously by recruiters.



4 OBJECTIVE

When you submit your CV for a given position, your objective is to land an interview for that role, right? We'll assume so. Including an objective on your CV does not add any value, and recruiters no longer expect to see them.



5 REFERENCES

You do not need to include references on your CV or say that "references are available upon request."



CV PILOTS

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