

CV CHECK-LIST



Multiply your chances of getting a job by applying with a high-quality CV. The following checklist will help you make sure your CV is ready to be sent out:

- Carefully read and understand the position you are applying for (tasks, training and required experience).
- Highlight and develop in depth the points in your CV that are relevant to the job requirements: this may concern your professional, extra-professional or educational experience.
- Depending on the position and its requirements, you may need to rephrase, develop or remove certain content.

■ Mandatory fields

PERSONAL INFORMATION*

- Include the following information: first name, last name (in capital letters, e.g. "Marcel ROBERT"), address, private e-mail, mobile number (+41 78...), age or date of birth, nationality/work permit.
- Link to your LinkedIn profile (optional)
- Note that this section should take up very little space in the CV, and that it is not necessary to write "contact" or "personal information".

PROFILE

- Highlight 3-4 of your major assets for the position: e.g. education, languages, relevant work experience, specific skills (project management, tools, methods, etc. related to the position).
- This section is recommended (especially for a two-page CV).

CAREER GOALS

- Explain your professional objective and specify the assets that make your goal realistic (training, experience, languages, etc.).
- This section is not recommended for a "junior" CV.

PHOTO

- Choose a photo that conveys a positive image of yourself (professionalism/openness/seriousness/self-care, etc.).
- Choose a good quality photo (resolution, framing, neutral and plain backgrounds, etc.), your presentation is neat and aligned with the employer's dress code.

PROFESSIONAL EXPERIENCE*

- Describe your experiences concisely, clearly and concretely (give figures whenever possible), using action verbs (e.g. synthesize, analyze, present, etc.).
- Try to specify the added value of your work for the employer (novelty or improvement) and/or the complexity of the task (e.g. "complete organization of a conference with 250+ participants": wcomplexity = organization from A to Z, as well as the number of participants).

EDUCATION*

- Specify the titles of your courses, starting as of your high school degree (i.e. IB diploma), the institution (University of Geneva) and the location (country, if the course is outside of Switzerland).
- Add items that are relevant to the position or that will make you stand out, e.g. academic exchange, excellent GPA or awards, Bachelor's/Master's work relevant to the position, academic projects, selection of subjects studied related to the position, etc.

EXTRA-CURRICULAR EXPERIENCE

- Include any associative or volunteering experiences.
- Describe your experiences as you did for the professional experiences using action verbs and demonstrating skills.

LANGUAGES*

- Give a subjective assessment of your current level (e.g. mother tongue, fluent, intermediate, etc.).
- Specify your level, according to the European standard (A2, B2, etc.). A subjective assessment (in line with your actual level) is accepted.
- Complete the description with proof of your language level, if available (e.g. 6-month stay in England (2018), Certificate of Advanced English (2018), etc.).

IT SKILLS*

- Write down (all!) the software you know how to use: office, technical/scientific, programming, social media, website creation, etc.

TECHNICAL SKILLS

- For technical or scientific profiles, group together the specific tools/methods/techniques used in a "technical skills" section.

INTERESTS

- Describe your interests with precision and emphasis (e.g. "8 years of practice", "conservatory level", "passion for classical literature").
- Avoid talking about your political or religious commitments, unless it is a rewarding experience.
- Also avoid hobbies that are too general: cinema, travel, etc.

REFERENCES*

- Do not include them in your CV. References must be provided at the employer's request, and with the agreement of the relevant referees.

GENERAL PRESENTATION

- The CV should not exceed 2 pages, but you don't have to keep it to a single page.
- It needs to be easy to read: coherent format, neat, not too dense/well-spaced out. You need to be able to find information quickly.
- Design your CV with care.
- Within each section, the information should be presented in antichronological order with the most recent experiences first.
- Put the information that the recruiter needs to see immediately on the first page of the CV.
- Separate dates from the rest of the text for better legibility