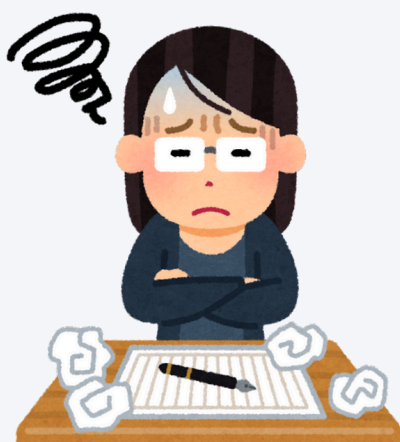




How to Write a Good CV

FYLL (Fair Youth Labour Label): 2024-1-IT03-KA210-YOU-000246569



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ASSOCIATION



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IMPACTFUL TRAINING



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HELLO!
MY NAME IS:

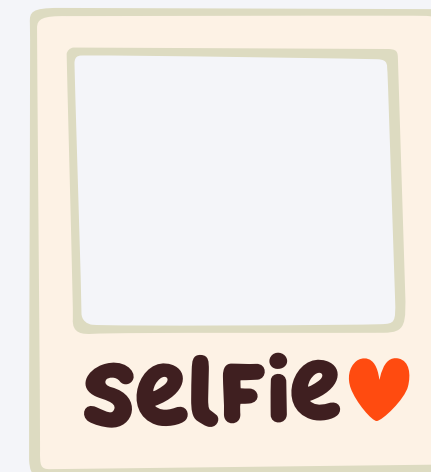
WHAT TO INCLUDE?

Personal and Contact Information:

- First and last name, date of birth, place of residence
- Phone number and email address

Photo:

- Should be representative and professional
- If you don't have a suitable one, it's better not to include it



Work Experience:

- Previous jobs, including temporary positions
- Experience older than 5–10 years only if relevant to the job
- Always include month and year of start and end
- Mention the employer's name, job title, and a brief description of the role

WHAT TO INCLUDE?

Education

- No need to include elementary school unless it's your most recent education
- Indicate school name, field of study, degree obtained, and graduation year



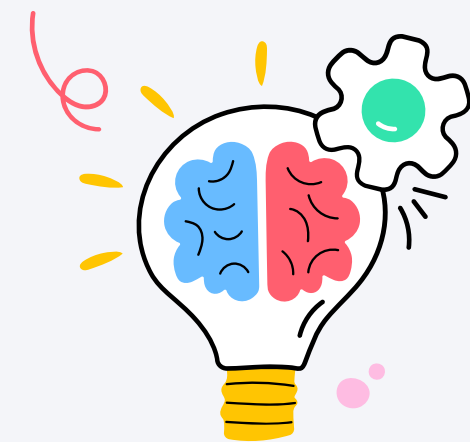
Skills and Special Knowledge:

- Language skills and level
- Completed courses
- Driving license
- Computer skills
- Professional certifications



Interests and Hobbies:

- Keep it brief and concise

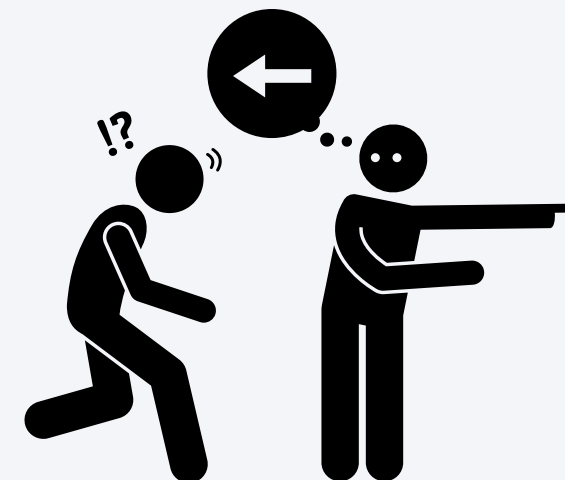


WHAT NOT TO INCLUDE?



BLAH...
BLAH...
BLAH...

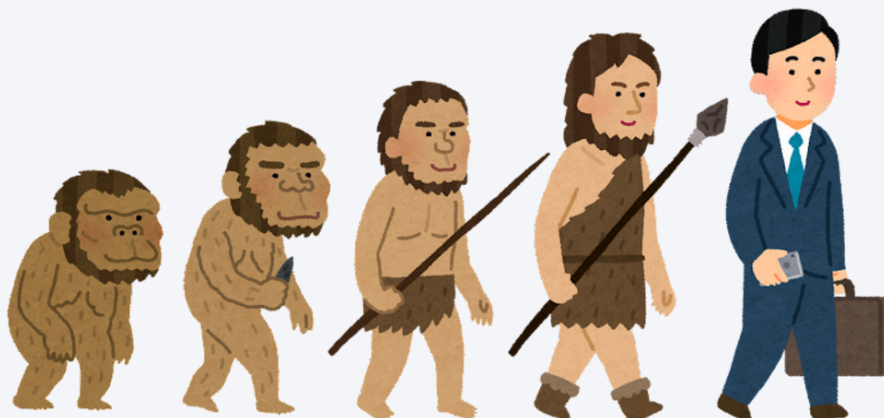
- Medical information (unless required by the employer/position)
- Marital status and number of children
- Long and complex sentences
- Grammatical mistakes
- False or misleading information
- Inappropriate photo



MAIN TIPS



- Include **only** truthful information
- Be **concise and clear** – ideal length is **1–2** pages
- List information from **most recent** to **oldest**
- Highlight experience that **helps** get the job you want
- You may use online templates
- **Watch out for spelling errors!**



Spelling~~x~~