**Resume Building Tips**

And here you are! The time to create your first CV has arrived, but you are not sure what to include or not, and how your CV should look like. Here are some tips of the information you should include in your CV, what you should avoid and how it should be appeared.

**What to include:**

* **Contact information**
  + Name
  + Location or full address
  + Phone number
  + Email address
  + Date of Birth (optional)
  + Nationality (optional)
* **Education**
  + Name of the institute/school/university
  + Location
  + Dates (from – to)
  + Certificate title
  + Degree
* **Qualifications**
  + Name of the organisation
  + Dates (from – to)
  + Certificate title
  + Degree awarded
* **Awards and Achievements**
  + Achievement / Award
  + Name of the organization
  + Date
* **Skills**
  + Languages
  + IT skills
  + Other
* **Seminars** (optional)
  + Seminar title
  + Name of the organization
  + Dates attended each seminar
* **Hobbies and Interests** (optional)
* **Work Experience** (temporary or permanent)
  + Name of the company
  + Dates (from – to)
  + Location
  + Position
  + Duties

**What to avoid:**

* **A long CV!** Try to keep your CV as short as possible (1-2 pages), including only the relevant and required information.
* **Typing, grammatical or syntactical errors:** Double check, ask someone to see it, or recheck it in different times. You will be surprised how many mistakes you will find after a fresh look.
* **Back and forth.** Keep a chronological order from your recent to your oldest qualification, work or achievement.
* **Gaps in dates**. Logical date coherence gives to the reader an overall view of your resume. So in case there is any gap, for any reason, it is better to give general information of what you were doing during that period, showing that you have been active in any way. This is also applied in a later stage in gaps between your working experience.
* **Exaggeration.** Using colour, including a photo or a nice format you have found on the internet, is always a good idea to present a contemporary CV. However, don’t exaggerate! You should always consider your CV as a formal document, which should remain within the professional limits.

**How your CV should appear:**

* **Format.** There are a lot of formats you can find in the internet. Choose the most applicable to your personality and edit it accordingly, by keeping or moving information you require to keep or not.
* **Clear**. Clearly present the various sections. Usually employers are receiving a high volume of resumes. Help them to identify the required information with a quick look and help yourself to be selected through many other candidates.
* **Coherence in the use of formatting.** Select a motif to follow from top to end in the use of formatting, for your titles and text, such as Bold, Italics, Underline, Font, Font size, bullets etc.
* **Alignment.** A careful text alignment always gives a positive and clear image of your text.