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Higher Education and Career Mentoring for Syrian Youth (HEM4SY) Project

Step-by-Step CV Preparation Guidelines

What is a CV?

A CV (curriculum vitae) is a personal informative document used to introduce your personal information, your educational and professional background and your future prospective to a possible employer.

1. Your CV consists of basic information about your personal information;

e.g.

Name & Surname : Jane Doe

Date of Birth : 01.01.1986

Nationality : Britain

Contact Information : address, telephone, e-mail address

123 Street, Nottingham NG1 234, 0759 111 112, jane.doe@gmail.com

2. Objective of the candidate

3. Key skills and experience

4. Your CV consists of basic information about your educational background;

Name of the University – years of study

Name of the High School – years of study

5. Your CV consists of basic information about your professional experience;

Experience 1:

Name of the company/organization

Dates worked

Job description

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Experience 2:

Name of the company/organization

Dates worked

Job description

6. Additional Skills

- Language (please add the languages spoken and their level)
- Certificates/achievements (please add the certificates and other honorary documents acquired)
- Memberships (please add if you have any voluntary commitments or any other membership that defines you)
- Interests/hobbies (please add maximum 3 personal interests/hobbies that defines you)

7. Reference Persons of the past experiences

- It is important to add contacts persons from your experiences to ensure your recognition in the professional platform.

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HIGHER AND FURTHER EDUCATION OPPORTUNITIES & PERSPECTIVES FOR SYRIANS
DAAD BRITISH COUNCIL CAMPUS FRANCE nuffic





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Quick Notes while preparing a CV:

- Your CV is your chance to make a great first impression and secure yourself an interview, so be clear and concise.
- Be careful with the themes and fonts you use in your CV. Your whole CV should look consistent. Please avoid using calligraphic themes and fonts differing in multiple sections.
- An Objective will be helpful if you are applying to a company that interests you. Make it short and specific. A vague, general objective would waste the recruiter's time and will not clearly reflect you.
- Many companies and universities use computers to search for skills and experience that match their requirements. A very brief summary of your most relevant skills and experience with "Key Words" would ensure employers or admissions officers carefully scan your CV and decide to read further about you.
- As a current student or recent graduate, you will probably want to put the education section next. Applicants who have a lot of work experience place that section before education in their CVs.
- Pay attention to **use reverse chronological order** with your most recent experience and work backwards.
- You can take attached CV template as an example to make a new start 😊