

## **How to draft a great CV?**

There are many ways to draft a CV, but there are a few golden rules you might want to remember, in order to strengthen your chances of success.

Put yourself in the shoes of a third party receiving your CV, with a critical eye, and without knowing anything about you. They may have to sift through hundreds of CVs in a week, so your CV needs to speak to them clearly, succinctly, and accurately.

Bear in mind that Luxembourg is a highly competitive, talent rich market. Would the reader take the time and energy to read your CV? Does it give a good sense of your skill-set? Would the reader want to invite you to interview?

You will want to include your full name, private contact details, your nationality and confirmation of a right to work in Luxembourg if needed.

You may want to include a short summary of your key skills, or a personal statement, to give the reader a little more insight into your skill-set, the type of person you are, and your professional goals.

For every professional role you have held, you will want to clearly state the dates of your employment, your exact title, (or titles if you were promoted), along with the dates of any such promotion, to show your progression. Remember to state the location of your work, particularly if you have worked in more than one country.

Start with your most recent experience first. If any role was a CDD / temporary contract or internship, make that clear, so that the reader understands why you may have only been at a company for a short period, to avoid any negative assumptions.

You will then need to provide a succinct summary of your responsibilities in relation to every professional role, sufficient to give the reader insight into the work you have done, the breadth of your responsibilities, any supervisory or managerial experience, the extent of client contact, etc. Do not just list your skills.

Avoid using "I", and use active verbs, such as "Managing...", "Drafting...", "Reviewing...", etc.. Avoid repeating the narrative you have used for one job for the next job, as this looks lazy. Remember that the reader will be looking for evidence of progression, if appropriate.

Be specific rather than generic. Never assume that the reader will know what you have done; every company conducts its business in its own way, and will have different sets of expectations for employees in what might sound like similar roles. If the job requires specific experiences that you have, make sure you are clear about that on your CV. Consider listing key achievements for each role.

There is no golden rule for the right length of CV. We usually advise that a one page CV is too short, for all but the most junior of candidates. At that length, any description of your responsibilities will be far too general, and will not provide the reader with sufficient insight into your technical experience and skill-set to judge if your skills are relevant and at the right professional level. If the hiring manager has other candidate applications, where there is a better level of detail in those other CVs, it will be more time-

effective for the manager to speak to those candidates who have included a fuller description, being more confident that the candidate and required skills are aligned.

Conversely, if your CV is over 3 or 4 pages, that's likely to be considered to be excessively long. Be guided by your own judgement, but don't assume that everyone's experience of a certain discipline of work will be the same as yours.

Your education should be listed in full, including both the qualification and place it was obtained, again in reverse chronological order. State any professional qualifications clearly.

List your language skills, and any IT skills, particularly those relevant to your field of work.

Edit your CV content carefully. We advise against including personal information such as your marital status, number of children, etc. as such things are irrelevant to your ability to perform a job. However, if you want to work part time, it is worth being clear about that in any cover letter with your application.

Finally, check for any errors. Proof-reading should allow you to edit out any mistakes.

Here is a suggested format:

**Name:** XXX

**Nationality/ right to work:** XXX

**Personal Summary:** XXX

**Career Details:**

**Dates, Employer plus Location**

**Job Title:**

**Duties:**

- XXX
- XXX

*Repeat for each job*

**Education:** XXX

**Languages:** XXX

**System Skills:** XXX

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