



Tips for an effective CV





General tips

- Opt for a professional lay-out. You can download free CV formats from the [canva](#) site.
- Avoid a mix of colors, letter types or cursive/straight script. Keep it simple and clean.
- Choose a simple letter type. The letter size should not be too small (at least 12). Use bold letters and a bigger letter size for your (sub)titles.
- Use bullets and keywords instead of full sentences to explain your working experience and education.
- Mention **only years** for the dates in your CV.
- Use nouns or full verbs in your CV (organizing/organization of, project management, managing projects..etc). Be consistent in this throughout the CV.
- A regular CV should be **two pages** at the most.
- Leave out any links, except for your LinkedIn profile or other online profile.
- Make a clear distinction between personal information and professional information.
- Translate foreign names of educational institutes and/or organizations you worked for into English, so that employers can easily read them. f.e: *University of Barcelona* instead of *Universidad de Barcelona*.
- Check your grammar!

Tips per Title (include all these titles in your CV)

Personal data

- Include a recent portrait picture, your name, email address, telephone number and a hyperlink or icon which links to your LinkedIn profile or research profile.
- You do **not** have to mention: your birth date and place, full address, your mailing address with your current employer, marital status, whether you have children or nationality (unless this is relevant for the job due to visa/language requirements).

Personal profile

- Give a short introduction of yourself to potential employers. Use a maximum of about 6 sentences. What defines you as a professional and what are you looking for in a future job? Be concrete and use the first person ('I am...').

Work experience (this includes any working/teaching experience from a PhD).

- Mention the function, the employer and the dates in the same, bold subtitle.
- What you should highlight in your CV, is the **most relevant working experience from recent years**.
- Adjust your CV to the vacancy that you are applying for. Highlight those parts that are most relevant for the current job application.
- In case of insufficient employment history – refer to internships or working experience that might not be directly relevant, but shows your commitment.

Education

- Mention the name of the degree, the educational institute and the dates in the same, bold subtitle.
- For a Bachelor/Master/PhD; mention the title of your thesis and courses that are relevant to a current job application.
- You should mention if you graduated (summa) cum laude. Do not mention any other grades.
- Foreign diplomas – try looking up the local equivalent of your education.



- Many short-term jobs - you can put different jobs under one header when it concerns very similar functions. This helps clean up the CV.

Courses/training

- Mention the title of the course/certificate, the educational institute and the date(s)

Academic achievements in case of an academic CV

- Include the following subtitles (if applicable); **publication list, awards and grants, posters, seminars, peer reviewed articles, conferences and memberships of academic committees.**
- If you are also considering applying outside academia, draft a second, non-academic CV. You can leave out your academic achievements in this CV. Place any practical research/teaching experience under the title Working Experience.

Professional Skills

- Mention skills like organizing/project management/giving presentations etc.
- Highlight the skills that may be relevant to the position you are applying for.

Personal Skills

- Personal skills are f.e.; good listener, effective communicator, team-player etc..You can also mention your personal skills in your personal profile.

Software skills

- Mention all the software programs that you are efficient in, also the standard programs like Word, Excel etc..

Language skills

- Mention the language and the proficiency level (A2, B2 or native, speaker, fluent, basic level etc)
- If you are learning Dutch, be sure to mention this in your CV

(Optional) hobbies and interests/volunteer activities

- This is not a requirement, but makes the CV more personable. Mention a maximum of three hobbies.