

# Writing a Killer CV

The ultimate guide  
to creating a CV that  
lands the job

**Skill Success**

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# Introduction

You will need to write a Curriculum Vitae or CV when you are applying for job applications, academic pursuits like academe-related positions, research institutions, and even scholarships or grants. And writing your CV should not be complicated at all. Your CV will provide employers an overview of your expertise, educational experience, work background, and achievements in full detail.

Make sure you write your CV with clarity, consistency, readability, and professionalism. This will be your tool in landing a job opportunity you are looking for, so ensure your credentials are carefully laid out understandably.

# CV Vs. Resume

Some people interchange the use of a CV and a resume when applying for a job. However, there is a seemingly massive difference between the two.

The Curriculum Vitae, with a Latin word meaning “course of life,” is an in-depth account of a person’s career in full view. It usually has two to three pages, but can go as long as over ten pages.

Whereas the resume, a French word for “to sum up,” is a concise overview of an applicant’s work history. In a one- to two-page summary, it contains the skill set, work experience, and educational background of a professional seeking to apply for jobs.

# The 10 Important Elements of a CV

Now that you have identified what a CV means, it's time to get down to the things you should include in it. You need to know the essential components of a comprehensive CV

# 1. Name, professional title, and contact details

Your name should serve as the title of the document—no “Curriculum Vitae” written on top, please. Remember not to include your middle name—it’s unnecessary. Your first name and last name should be enough.

Following your name, list down the following personal details:

- Professional title
- Phone number
- Email address
- LinkedIn profile
- Professional website and/or applicable social media pages

# 1. Name, professional title, and contact details

Skip writing your home address as it is a waste of space—only add your town and county residence if you think your location matters to the employer. Also, there is no need to include your birthday, current work email address, personal social media, and your photo. Adding a picture is not a practice in writing a CV. Unless the employer asks you, that's the only time you should provide a photo.

## 2. Personal Profile

The personal profile where you place your career objective as a professional. This section is your introduction to let employers know how you fit their company. In addition, this is a crucial part of your CV, which will dictate if employers will continue to read your credentials or not. As you may know, employers are quickly scanning CVs they receive daily, so it counts to ensure your CV is luring enough to keep them engaged.



## 2. Personal Profile

So how do you write an engaging career objective? First, you should keep in mind that this is the only part you get to appeal to employers how much you fit the role, so start from there. Second, keep it brief but filled with enough content using only a few sentences to describe your profile. Lastly, this section must answer the following questions to explain yourself enough:

- Who are you?
- What do you bring to the company?
- What are your career goals?

# 3. Key Skills

When applying for a functional purpose like job applications, your critical skills must be placed right after your personal profile. This is a mandatory part of writing your CV as you will want to show off your expertise to employers almost immediately.

Here are some reminders on how you are going to lay out your skills impressively and neatly:

- Add top hard skills (4-8) that are all relevant
- Include applicable soft skills
- Indicate proficiency level, whether Basic, Advanced, or Expert
- An example citing how you used the particular skill (optional)

## 3. Key Skills

In addition to these, avoid giving an expertise that is irrelevant to the job position you are applying for. Keep also in mind that your descriptions should not be bulky; thus, you should use bullet points.

## 4. Employment History

Next up, your employment history is a crucial component in writing your CV. This part of your CV provides a timeline of your professional work experiences, which employers are curious about. List down a maximum of fifteen years' worth of previous work experiences in reverse-chronological order. This way, you are beginning with the most recent pursuit you have done.

# 4. Employment History

In enumerating your employment history, the most recent one should contain the most details. And as the job goes older, the fewer features you will need to provide. Here is a breakdown of what you need to insert as support to your work history:

- Position title
- Company name
- Work duration
- Bullet points showing an outline of achievements and responsibilities
- Metrics to support accomplishments

## 4. Employment History

Moreover, the things you should avoid to include in this section are short-term employment, present tenses in descriptions, explanation of employment gaps, and tables, images, or figures. Avoid mentioning work experiences that are not related to the position you are applying for. Doing otherwise will just distract the reader from matching your existing expertise to their requirement.

# 5. Educational Background

Just like in your employment history, your educational background should be listed down in reverse-chronological order. All you will have to put here are your graduation date, degree, and institution. Make it straightforward as it is—unless you have top-notch achievements that are worth the mention.

# 5. Educational Background

If you have at least two years of work experience, you can go ahead and stick with the three essentials—year graduated, degree, and school plus your post-secondary degrees. However, if you are in entry-level, with not much work history to back you up, you may place this before your work history section and include the following:

- Honors
- Thesis/Dissertation title
- Relevant coursework
- Top achievements
- Related extracurricular activities and organizations during the academic stay



# 6. Publications and Presentations

Some professionals have existing publications and past presentations worth the mention. Always include them in your CV detailing the following information:

- Name of co-authors
- Date published
- Summary of publication
- Volume number
- Page number

## 6. Publications and Presentations

While for your presentations, add the title, date, and venue where you presented.

Take note that you should only list down the publications that align with the expertise of your desired position. These bolster up your credentials and show proof that you are indeed a master of a particular specialization.

# 7. Professional Associations

Most professionals are active members of an organization that relates their field of expertise. If you happen to have an existing professional organization, provide some details, including the:

- Name of organization
- Location or chapter
- Dates of active membership

When you actively participate in a professional organization that deals with your niche, you instantly impress the hiring manager.

## 8. Grants and Scholarships

When writing your CV, do not forget to include the previous scholarships given to you. Including this on your CV proves your intellectual capabilities. Add the name of your scholarship or grant, the date of acquisition, and the institution that gave it to you.

If you are writing your CV for a scholarship or grant application, you display more chances of earning it if you list down your previous ones. On the other hand, if the purpose of your CV is for job application, you exhibit an ideal candidate when you have past grants and scholarships to back you up.

# 9. Licenses and Certifications

Highlighting your hard-earned licenses and certifications is a vital part of your CV. This section doesn't just prove your expertise, but it also boosts your reliability as you have taken the time to earn these professional credentials. To enumerate them, list them down in this order:

- Professional license earned
- Date of acquisition
- Granting institution

# 10. Hobbies and Interest(s)

When you feel like your CV is lacking, especially when you don't have much work experience to share, you can put your hobbies and interests. However, you should be careful in disclosing your interests—avoid irrelevant interests that do not relate to your field. This is your chance to highlight how invested and inclined you are to the area, so ensure you only list down related hobbies and interests.

# Writing a Killer CV

Now that you know what information should be on your CV, it's time to take the next step. You need to learn how to write a head turner CV that will land you the job 99% of the time.

# Use a Personal Profile, Ditch The Objective Statement

An objective statement is a short declaration that communicates your career intentions like the skill set you want to build for your field of industry for a specific company.

On the other hand, a personal profile is a short but concise statement of your qualifications for the job. It is usually composed of 2 to 3 sentences (around 200 words) that highlight your experiences, skills, and goals that you want to achieve for a specific position. This section should be placed on the top part of your CV after your name and contact information. Therefore, a well-written personal profile will catch the attention of the employer and help you secure an interview.



# Writing an Effective Personal Profile

- Get straight to the point and briefly provide evidence of your experience and strongest skills to hook the employer.
- Be real. Your personal profile should be supported by your experiences in your CV.
- Since this statement is composed of 2 to 3 sentences, make sure that you use each of the sentences to target the required skills and experiences for the job role. Also, include measurements and achievements that are related to the job role you are applying for.
- It should be written in third person narrative.

# Add Numbers that Quantify Accomplishments

Grab the employer's attention by quantifying (use numbers) your achievements. It proves that you legitimately accomplished something in your work history. Employers love to see numeric proof of an applicant's performance. Here are some information where you can quantify your accomplishments or experiences.

# Keep your CV short and Make it Stand Out

- Employers receive hundreds of emails. According to a report released by Glassdoor, on average, each corporate job offer attracts 250 resumes. Of those candidates, 4 to 6 will get called for an interview, and only one will get the job—that's a lot of applications.
- Resumes should be just one page for most, and two for some, but, employers prefer to receive a one-page resume. CV on the other hand, is pretty long, typically minimum of 2 to 3 pages, but you can make one page CV if you desire.
- An employer doesn't have the time to analyze each line of your CV. Recruiters skim CVs for an average of 7.4 seconds. Thus, there is only a handful of necessary information you can put in your CV or resume to make it short so that it makes a lasting impression.

# Making Your CV Shorter

- Write concisely. Save space by being straight to the point and avoiding using many words.
- Remove obsolete information like the reference of your high school, details of your past work history 10 or 15+ years ago.
- Tailor your CV to the specific job and eliminate work experiences that are irrelevant to the position you are applying for.
- Focus on your employable or top skills and achievements

# Writing a Tailored CV for Every Application

Stand out from other applicants by customizing your CV specifically for the job. This can be a tedious process but it will help you focus on the specific needs of an employer to help them solve a problem.

Here are some tips on how can you effectively tailor your CV:

- Analyze the job posting and description
- Incorporate specific keywords, like skills, to match the key terms in the job description
- Use only your job experiences or history that are relevant to the job you are applying for

# Get Help From a Professional

Writing a CV is a painstaking task for most because you need to make sure that you have covered all of the important information; it is well-thought and formatted. Online, there are different ways you can ensure that your CV will grab the attention of the employer and get called for an interview.

If you have the budget, then you can try to spend some cash on a CV or resume service, like TopResume, Monster, LinkedIn, or TopCV.

You can also opt to learn how to create and customize your CV for each of your applications by taking online courses, such as [Create The Ultimate Resume Package To Stand Out by Skill Success](#). Not only will you learn how to successfully construct your CV, but you will also learn how to write a cover letter, design your business card, package your documents, and prepare for the interview.

# Related Skill Success Courses

Want to learn more? Try out some of Skill Success' courses on career development

# Related Skill Success Courses

## [Create The Ultimate Resume Package To Stand Out](#)

If you need one ultimate guide to walk you through the entire application process, this resume writing course would be it. It's not just like any CV writing course that teaches you the hows and whats. It ensures that you create a resume that is both unique and professional.

## [Resume Writing \(CV\) And LinkedIn Profile Optimization](#)

Nowadays, it's no longer enough just to write a good resume. Since online resumes and profiles allow employers to sift through hundreds of applicants at a time, job seekers have turned to optimization in stepping up to the demand for competition. If you've had your online job profile for a long time, but have yet felt seen by employers, this resume writing course would be a definite game-changer for you.

## [Build A Resume Website With HTML](#)

While printed resumes are still widely used, more and more applications are now accomplished online. If you want to go the extra mile and impress potential employers, building a resume website from scratch can accomplish that for you.

## [Cover Letter Mastery To Get The Job You Want](#)

It is given that resumes and cover letters go hand-in-hand. The two are vital components of the application process. You can think of them as your first impression—your initial attempt at getting hired.





# Thank You!

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