



CONNECT with a resume to impress Resume Tips, Tricks, and Facts

Job recruiters take less than 30 seconds on first view of a resume. So,

- ◇ Keep it short.
- ◇ Keep it relevant.
- ◇ Keep it between 600 and 700 words.

Make sure your resume is well organized and easy for recruiters to find the most important information quickly.

Present yourself as someone who is ready to meet the company's needs and goals.

Tailor your resume for the position or job you are targeting.

Use these words:

Experience
Management
Project
Development
Business
Skill
Knowledge
Year
Team
Leadership

Avoid these words:

Me
Need
Chance
Develop
Hard
First
Time
Learning
Myself

It is important to:

- ◇ Be polite
- ◇ Make it clear you are a team player
- ◇ Present yourself as "The Solution"
- ◇ Display confidence (not arrogance) that you will get the job done

Building your CV in 3 Easy Steps

Step 1: Your Contact Information

First and Last Name: _____
 Address: _____
 Phone number: _____
 Email: _____
 Website: _____

Step 2: Education Background

Name of School: _____
 Field of Study or Major: _____
 Specialization: _____
 Graduation date: _____
 Grade Point Average: *Ex. 9/10*

Step 3: Your Work History

Company/Organization Name: _____
 Company Location: _____
 Your Title: _____
 Dates of Employment: _____
Description:** _____

Job Description: to describe your duties follow this model:
For each job/experience you've had select 3-5 (max) action verbs
Quantify your experience, don't forget the details
Expand and explain each action in one concise sentence

Examples:

Organized 5 corporate parties for international clients over the course of 10 months.
 Assisted the director of a local NGO in recruiting, interviewing and training 5 volunteers.
 Allocated funds and managed a project budget of 5,000 Lei over the course of 4 months.

*There are free resume builders and examples online. Check out:

- ◇ livecareer.com
- ◇ resumegig.com