

U V A C A R E E R D A Y

# CV Writing Workshop



[WWW.UVA.NL/CAREER](http://WWW.UVA.NL/CAREER)

# Why a CV?

- **As a business card – “Hello, this is me!”**
  - “E-mail me your CV”
  - At a networking occasion
- **To get invited for an interview**
  - An application for an advertised job
  - An open/speculative application
  - Accompanied by a cover letter

# How to compose a CV

- **Content first, lay-out last**
- Write with your reader in mind - only mention what is relevant for your reader to read
- Always tailor-make your CV to the specific application or occasion your are composing your CV for
  - A networking occasion
  - A side-job as an administrative assistant
  - A position as a board member of a student association
  - A graduate job as a PhD-candidate

# Content first...

- Decide what is interesting to read about you
- Focus on the connection between you and the job
- Use a reverse chrono order
- Use verbs to describe ***your*** role, tasks, responsibilities and achievements
- Be as clear as possible

# ...lay-out last



- A good lay-out isn't noticed, a bad one definitely is!
- Despite cultural differences between continents and countries, there are more similarities than differences between CV styles
- In international organisations there is a prevailing 'international blend' of CV styles
- Maximum of 2 A4

# ...lay-out last

- There are **no** strict rules in how to structure your CV!
- Adjust the lay-out and structure in a way that makes your experiences and achievements stand out most – be creative!!
- Personalise your CV
  - Make sure it reflects **you**
  - Adjust the style to the sector (compare a creative start-up with a multinational bank)

# Possible subjects

- Personal data / details
- Profile / summary / Key skills / Objective
- Education / academic education
- Internships
- Working experience / experience / relevant experience
- Research / administrative experience (specific for the role)
- Other experiences



# Possible subjects

- Extracurricular activities
- Honours and Awards
- Scholarships and grants
- Academic publications
- Skills
- Travel experience
- Interests





## Careers Services for UvA students

- CV check and short questions: 10 min. appointments, daily 11:00-12:30 – book your slot by phone (020-5258080)
- Career Orientation Session (*Nov 11 + monthly*)
- Master's Students Networking Events (*Nov 18 + 3 other dates*)
- [www.uva.nl/career](http://www.uva.nl/career) (*new website with vacancy database will be launched in January*)
- [www.pinterest.com/uvanextstep](http://www.pinterest.com/uvanextstep)