

CV/RESUME

7 TIPS for your RESUME



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"I'M THIS POSITION."

The company is searching for someone who can do a specific job. Show them that you are the right person and you have the necessary experiences.





MENTION ONLY RELEVANT SKILLS

Connect your CV with the experiences, software packages and skills mentioned in the job description. Keep it relevant.





FIRST COMES FIRST PROVES

Your experiences must prove your position statement. The one at top are the most crucial. The rest should stay consistent.





KEEP THE NOISE TO A MINIMUM

Every experience you state takes away from another. Stating your last restaurant job sadly raises more questions than answers.



READ THE JOB DESCRIPTION

The job title and it's reality can vary from company to company. Make sure to understand what exactly they are looking for.



KEEP IT SIMPLE (EXCEL SHEET)

A CV is not an artwork, it is a plain Excel sheet. A clear and simple structure, a professional font and a spare use of color is all that is needed.



PROOF-READ

Spelling and grammar mistakes, not updated experiences, old links and email addresses show a lot about your work ethics.

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Resume



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THE FULL
ARTICLE
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