

Awesome CV Guide

Get ahead of the pack with these 8 simple rules!



 **CONSULDENTS**

1. What things you should include

- Your contact details
- Education
- Experience
- Key skills

You should not include your marital status, your CNIC number and your ethnicity or religion.

For fresh graduates, resume should not be more than 1 page.



2. Pick a suitable email handle

Don't use partychick88@gmail.com – you will never receive an interview call.

Your email handle is important

It's the first thing your employer sees

Crazyguy@Hotmail.com will not reflect well on you.

896756@gmail.com will be read as spam by algorithms

Use your full name – Each word Capitalized
"Khurram Lalani"

Use your university email account if possible



3. Creative CVs are in!

But use them carefully!

They are good for creative industries

HR only has 30 seconds to look at your resume

If the information is too difficult, they will move on



4. Make it clear!

- Make use of headings and separate information
- Make sure your education and work experience is easy to find
- Include only 'relevant' work experience
- No need to write specific high school grades



5. Be concise

The less you write your resume, better it is!

Don't write an essay

Tailor your CV as per job needs

Full sentences are not mandatory



6. Style

- Use standard fonts – we recommend Ariel
- Keep the font consistent
- Don't use fancy borders
- Never Include Emojis – they are not for resumes!



7. Sell yourself in Cover Letter!

- Mention the following:
 - How can you contribute to Company's success
 - Your key skills and achievements in the past
 - It should not be longer than 1 page
 - Don't copy your resume – mention things you cannot include in your resume such as a key problem you solved, a target you achieved etc.



8. Polish, Proof and PDF

This is key – revise it until you are satisfied!

Check the
formatting, make
sure spacing, fonts
and text sizes are
consistent

Proofread – check
for spelling and
grammar mistakes

Save in PDF format
with an appropriate
name



Resume is important!

Make sure you give time to it!



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