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I need a CV.
What is important in a CV?

My CV

John applies for a job and suddenly realises that he needs a CV for his application.

1

John I need a CV and I have no idea where to begin.

Jill I did one last week and Jacob checked it for me.

2

John Jacob. You mean that nerd?

laughs

Jill Yes, he did.
And when it comes to CV's he's a real expert.

3

John And? What did he have to say?

Jill Well, the first thing was that my original CV was far too long. He cut it down to one page. He said that long CV's just get dumped.

4

John Really? And what other advice did he give you?

Jill It had to be well structured, no fancy stuff and most important it needed a Profile.

5

John A Profile? What's that?

Jill A short paragraph of about two to three sentences right at the top of the CV. In it briefly current qualifications and studies, experience and what I want.

4

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John Don't you put that in the covering letter?

Jill You do, but it's important to have it in the CV.
Jacob says when a lot of applications arrive they just skim through them and dump those without a profile.

7

John Why would they do that?
It's their job.

Jill Well, I did as I was told and already have an invitation to an interview.

8

John That's great, congratulations!
Will you help me with my CV?

Jill Ok. So let's get started with your profile.

Write a short profile for your CV.
Have a look at your notes about the required details.

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