The main points to writing a CV
by CVMasters.Com

This article discusses the process for creating a curriculum vitae (CV) that will get you noticed, and hopefully, get interviews.

1. Make sure you include the kind of information that clearly outlines the type of job to which you are applying and makes it easy for the reader to understand why you are a good fit.

2. Decide what points and areas you want to emphasize. You may wish to focus on academic qualifications or you may want to start out with some clear and focused achievements that show your versatility and effectiveness. Often, the type of information you choose to emphasize will have a lot to do with where you are in your career.

3. After you have a shell in mind, you must next begin the process of laying everything out so that it flows logically from one theme to the next. This may have to do with prioritizing most relevant to least, or it may be a simple matter of sticking to a format that makes it easy for the reader to follow one tangent to the next. In essence, the CV should segue naturally like one thinks of when reading a book.

4. Be sure to try to keep the CV interesting so that the reader will want to keep on reading. This can be a challenge, but it often helps if you try to read the document as if you were the prospective employer. It also helps if you line the CV up to fit the particular job description in question. The will help keep you on track.

5. Also, in terms of keeping the reader's interest, you should consider using phrases and descriptive words sparingly but also creatively. In other words, don't get too fancy with the CV, but also don't write it in such a dry way that the reader is likely to be bored. The goal is to keep the curiosity intact until the end.

6. Not for nothing, but the format and aesthetic appeal of the CV are also important. It should be thought of as a work of art. You want the initial impression to be one of beauty. Beauty in this sense often means keeping the CV well organized and representative of a breadth and depth of skills.

7. It's also a good idea to get opinions from people you trust, preferably in a position of hiring authority. These people can give you valuable feedback on what, if anything, may need to be changed before you start sending it out for job postings.