

How to write a great CV?

Tips from your DFS Team



Why is a good CV so important?

A CV is the first chance you get to show a potential employer the best of what you've got. Recruiters have about 30 seconds to decide whether you'll be considered, so it should be carefully thought out, designed and written so that it makes an immediate positive impact on the key decision makers, and convince them that you're the right person for the job.

This guide will show you a few golden rules to follow when writing or updating your CV – we hope it helps you.

Key Suggestions

- CV should be one page, 10-12 size fonts, 1.27 margins, and use single or 1.15 line spacing
- Save your CV as a PDF
- Aesthetics are important, be consistent with your CV layout (spacing, bullets, headings, fonts), and make sure to write in reverse-chronological order
- Keep in mind to make your CV brief and relevant, and that the top half should include what you want people to notice first
- Get feedback when writing or finishing up your CV

Cultural Differences

Always check the local standards for CVs before submitting. Small differences can lead to noticeably different results in different countries due to local regulations and preferences. While including date of birth, nationality, and a photo are all common in Germany, employers are prohibited from asking for this information when making hiring decisions in the United States. A CV in Germany is also the equivalent of a resume in the United States, it is not the long, academic focused CVs commonly requested by education and research organizations. Tone of voice and emphasis should also be adjusted to fit the preferences of the target location.

Standard sections in a CV

Write the perfect CV in no time by following this structure:

1. Personal Information

It should help hiring managers quickly understand who you are and how to reach you

2. Education

This section serves two purposes. First, it confirms that you have met the basic educational requirements for the job. Second, it informs prospective employers about your area of expertise

3. Work experience

Detail your work history in a consistent and compelling format

4. Other possible sections

This section can be used to show your core strengths or core competencies, as well as your personal interests

Great Sources for building your CV

1. For a memorable design: Canva
2. For great writing tips: indeed
3. For a complete guide on how to write a CV: ResumeGenius
4. For a winning CV: LinkedIn

What should a CV include?

First section: Personal information

- First and last name
- Date of birth
- Nationality
- Contact: home address, email address and phone number
- Passport-size photo: high-quality and work appropriate
- Personal summary: short description of yourself and your skills, experience, qualifications

Second section: Education

This section should be written in reverse-chronological order, and make sure to include, if applicable, the following:

- Name of your university or school
- Program that you studied and period: make sure to include the month and year, as well as city and country you studied in
- Study abroad, summer educational programs
- Optional- School/ University awards or unique scholarships

Third section: Work experience

List your work history in reverse-chronological order, starting with the most recent. Include the dates and location of each position, the name of the company. Be clear about the industry and specific position you held, as well as key responsibilities. Remember to be relevant and show the best of what you've got.

Third section: Work experience

List your work history in reverse-chronological order, starting with the most recent. Include the dates and location of each position, the name of the company. Be clear about the industry and specific position you held, as well as key responsibilities. Remember to be relevant and show the best of what you've got.

Tip: Use strong, active language and use bullet points to make your different achievements easy to read.

Final section: Other possible sections

- Involvement in clubs, sports, research, selective programs, non-profits
- Highlight leadership roles (President, etc.)
- Honors and awards
- Skills in computer and foreign language - make sure to indicate the language and the proficiency level
- Personal interests and hobbies - make sure that might be relevant to the position, and keep it short and sweet

