

CV Writing Guide

A well-written CV is an essential part of successful employment.

The purpose of a CV is to draw attention to yourself and encourage the employer to invite you for an interview.

Remember that a CV should include information that is relevant to a particular job vacancy. Therefore, it is important to be selective.

Once in the hands of a recruiter, the CV is 'screened' and those CVs that do not pass the '10 second test' are eliminated. In order for your CV to pass the 'screening' and get into the number of those candidates who have been invited for an interview, you should follow the rules below:

Keep it structured

- Brief personal information
- Work experience
- Education
- Additional information (courses, skills, publications, etc.)

List accomplishments, not responsibilities

Briefly describe (preferably in numerical terms) what contribution you have made to the company.

Provide relevant information (in one sentence) about the company where you gained early experience.

For example: BI Group (large construction holding, leader in the property market of Kazakhstan).

Do not write words that do not carry semantic load (very, effective, motivated, good, efficient, communicative).

Resume should take no more than 3 pages.

Formatted in pdf or pdf+docx

We recommend using CV builders if you are unable to create a CV yourself.