

MY CV

Standing out in the world of work is essential to find a job with a perfect CV, so we will try to provide the keys to take into account. There are a number of **trends that should be included in the resume** and **some tips that will make your CV shine**.

TRENDING

1. Your resume must be online

Not only because paper is old-fashioned, but also because due to the Organic Law on Data Protection -LOPD and its General Regulation-RGPD-, which is transposition of a European Directive, you can no longer receive CV in hand. Obviously not everyone does this, but it is something to keep in mind.

Before the sending of the curriculum through online job portals and professional social networks became popular, there were many candidates who chose to print their resume and deliver it by hand to the recruiters of their favorite companies. This tactic, popularly known as "*mailboxing*", was considered a sign of involvement and interest on the part of the candidates. However, since the last update of the **Organic Law on Data Protection**, delivering the curriculum in hand has become a not recommended practice, because the receiving companies can face administrative sanctions for violating this matter related to the **curriculum and data protection**. **In addition, there is a general tendency to outsource the recruitment of human resources to specialized companies, thus avoiding all compliance with regulations and their bureaucracy.**

In addition, it is **more comfortable**. You have it on your phone, tablet or computer and send it whenever you want. And, most of all and more importantly, it gives you more **freedom to be more creative**.

2. PDF is the best format

Simple and convenient to save on any device, immediate availability and easy opening from any device.

On the other hand, Curriculum designs in PDF format are **easier to load on screens and more visual**.

3. Social Networking

Two important aspects:

- First of all, it is important that you have **your social networks connected to your resume**. We are talking about Twitter, LinkedIn, blog or other professional material. Don't put a Twitter where you have personal content. Generating content on social networks will help position you as a professional.
- On the other hand, **the online presence** on platforms such as **LinkedIn** allows recruiters to intuit your degree of professionalism, what you do and why you are different from the rest. Social Recruiting works and is important in the selection of candidates.

4. Present a creative and visual CV

Innovate, review other profiles and resumes and modernize everything you have. Not only the social networks or the new courses you take, but **the content and appearance of your CV**.

There are very easy to use creative tools to make very creative resumes. Use ingenuity to make you stand out from the rest. However, do not forget that minimalism and simplicity are also very appreciated.

5. Use trendy formats

There are people who decide to include a **QR code** with their LinkedIn attached to their CV. In this way, the recruiter when he is evaluating the candidates can remember your profile with that code.

On the other hand, there are many **other formats** that are emerging.

- Make a video curriculum telling through **Storytelling** why you want to work in a company what you do, who you are, what you want to achieve, etc.
- Lean on a **website** to blog or show content.
- Create an **app**.
- Use **portfolios** to show the content you have created (especially if you are a digital professional) each one must **adapt the portfolio to their work and what they want to achieve**. There are essential details that you must include. It is not about gathering all the works, without more, dedicate an introductory section to talk about you and your professional career.

Be coherent, both visually and structurally. Remember that you are working on your personal image and it will sell you as a professional. Remember that creating a good impression and showing the quality of your work is the main one of your goals.

Include SEO in the portfolio if it is going to be online so that it appears faster and gives it visibility.

TIPS

Basic Rules to make your CV stand out:

1. Be **brief, concise and direct**. Your resume must pass the 6-second filter and
2. **it should not exceed one or two** sheets, at most.
3. Use a **white or light-colored paper**, in **DinA4 format** and quality.
4. Write with a readable font and a spaced presentation that makes it easy to read.
5. Do not write it by hand, unless required by the company. It is preferable written on a computer.
6. **Avoid ornaments and filigrees**, and do not abuse colors. The curriculum must convey professionalism. Use **bold and highlights** for clarity.
7. Respect the margins, **leave space between the paragraphs** and write on one side of the folio.
8. Take care of the style and **avoid spelling mistakes**. Squeeze the most out of your verbal richness, use synonyms and avoid excessive repetition.
9. **Abbreviations** should not be used .
10. **Be honest**. Show your best skills, highlight what you should highlight, your achievements, and make up for failures, but never invent.
11. **Be positive**. There is no reason to explain failures or suspenses. Sell the best of yourself, but in a brief, concrete and simple way.
12. Remember that it is not necessary to include the documents and supporting titles, unless they request it.
13. Always send originals, never photocopies.
14. The photograph you attach must be recent and card size. It is preferable that it be colored.

What to avoid:

When writing the resume there are a number of very common mistakes that you must avoid falling into if you want your resume to be successful. Get to know them and keep them in mind.

- **Do not write the title "Curriculum Vitae"** at the top, this information is already known. **It's much better to headline the resume with your name**, in a slightly larger body, and your personal details.
- Include an **email address that is unprofessional**.
- **Give too many explanations**. Define yourself in a clear, organized and synthetic way; too much explanation bores those who have to hire you.
- **Include documentation that has not been previously requested** by recruiters, such as personal references or academic records.

- **Talk about remuneration**, economic objectives or salaries in the curriculum. There will be time for that.
- Nor is it necessary **to explain in detail the reasons for unemployment or the end of a contract**. If the company is interested, it will ask in the interview.
- **Use words that are too technical**, pedantic or fancy; bet on standard vocabulary without falling into colloquial language.
- Use a photograph on your resume that is inadequate or unprofessional. The first impression counts for more than you imagine, and more in a personnel selection process.
- **Leaving too many blank spaces on your resume**. These interruptions can make the interviewer think badly and create a bad image of you, even if it does not correspond to reality. In case you have considerable gaps.
- Indicate all the seminars or courses you have attended. The space of the curriculum is very limited so **make a selection and indicate only the most significant**.
- **Include your hobbies and hobbies** unless they have a very direct relationship with the job.
- **Lies, half-truths or exaggerations**. Although this does not mean that you have to tell the whole truth. "Sell yourself" as best as possible.

Tip n°1. Include appropriate professional information.

Do not fill your resume with titles that for the position to which you apply are worthless. **Whatever you put in, try to make it concise and necessary**. Obviously it includes university degrees, professionals and the courses taken that complement.

Academic training is, without a doubt, one of the most important sections of the curriculum vitae. In general, training can be classified into **formal training**, referring to official qualifications, and **complementary training**, related to specific courses, seminars, conferences, etc. When writing these sections, experts recommend starting with the training that is most interesting to highlight, such as university studies, postgraduate courses or similar, while to **write the complementary training in the CV** it is convenient to include only that which is related to the job you want to apply for or that may be of interest to the company.

For example, if you are looking for a job as a Marketing Assistant, you do not need to include cooking, dancing or dubbing courses in your complementary training. Add only courses or seminars related to this particular professional area. Remember also to indicate the **start and end date** of each of the courses taken, their **duration in hours** and the center or institution in which they were taught.

If you do not know **what to put in the complementary training of the curriculum**, then we are going to give you a series of indications so that you can write this section in your resume and thus capture the attention of the recruiter.

Tip n°2. Contact information.

You should not only include your professional social networks such as LinkedIn, but also your phone number, postal address, email and all that information that allows you to be located.

Social **networks** are much more than excellent tools to keep in touch and share videos, images or news with our friends and family. Among many other advantages, social networks allow professionals from different fields to promote their businesses and connect with potential customers. Although LinkedIn has recently established itself as a leader in the group of **social networks for professionals** on the Internet, the truth is that there is a wide variety of them that will allow you to make yourself known and contact people who work in your same professional sector. Therefore, if you are wondering **what professional social networks are**, do not hesitate to continue reading.

Social media is vital for looking for and finding work. Whether you are an entrepreneur, freelancer or blogger, here is a list of the **best professional social networks** through which you can communicate and learn with other professionals. You can also look for **new job opportunities** to advance your career, find useful information on how to get a job in the company of your dreams and expand your knowledge about a specific subject or area of knowledge. Take note of **social networks to do Networking** and look for work. The most popular are:

1st LinkedIn

With the permission of the rest, LinkedIn holds the title of the **largest professional network in the world** so far with more than 400 million members. Each user can create a resume on LinkedIn to connect later with other members with whom they have a certain level of relationship, either at an academic or work level. In addition, it has a section called "Employment" in which you can find a large number of **job offers** from recognized companies around the world. LinkedIn also offers the possibility of **networking** with other users with whom you have more professional "affinity" through discussion groups specialized in different subjects.

2. Freelancer

The name of this professional social network already reveals its main purpose: to facilitate the search for employment and provide contacts to people who work as **freelancers**. It is ideal for those professionals who want to enhance their self-employment in social networks or seek **to work for specific projects for a short time** in areas such as online marketing and positioning, web design, graphic design, web design, application design, writing, etc.

In addition to Freelancer, there are many other websites ideal for **connecting freelance professionals** such as you, for example, Toptal, Upwork, Staff.com, Fiverr or Guru, among others.

3. Womenalia

Created in 2011, Womenalia has become the first **networking social network for professional women** worldwide. Its purpose is to put contact with profiles of women with similar interests to boost their career and facilitate the process of achieving their professional goals. Through its platform, users can also consult **job offers**, share knowledge and give visibility to your profile through the wall, the proposed Groups or direct messages between contacts.

4. Xing

Founded in June 2003, Xing has more than 9 million users and is one of the most popular **online networking networks**. Its main purpose is to manage contacts, provide job offers and establish new connections between professionals from any sector (that is, facilitate Networking). Like other similar professional networks, Xing offers its users the possibility to **participate and discuss in thematic groups and forums**, either to resolve specific issues or exchange information or opinions on specific topics.

5. Domestika

Domestika is today the largest **online community of creatives in Spanish**. In addition to being able to find job offers related to the digital world, Domestika allows you to share knowledge and promote your professional online portfolio, visualize the projects of other users, take **online courses** of all kinds and participate in their discussion forums. It is ideal for all those professionals who are looking for work as a web designer, application designer, digital content writer or copywriter, graphic designer, programmer, and a long etcetera.

Tip n°3. Your professional experience.

It's almost what's going to determine whether you get the job or not. It is not necessary to extend yourself with the tasks that you had to perform in the positions performed, just be direct. The skills can be placed in the next section.

1. Professional skills

Highlight your strengths. Teamwork, communication skills or respect are highly valued in a resume.

Communication **skills** -such as ease of speech, active listening, good ability to accept criticism and give constructive feedback, to give some examples, are essential to **stand out as a candidate in a selection process** and **evolve as a professional** in our job. The rise of teleworking has shown the need to **develop good communication skills**, both verbal and non-verbal, so that the **face-to-face/online transition** is as bearable as possible and no important detail of the message is lost along the way. Include your **communication skills in your resume**.

Communication competencies are the **skills and aptitudes that enable us to communicate properly** with recruiters, bosses, clients and co-workers.

Examples of communicative skills for the curriculum:

- Be able to **take on criticism** without taking it to the personal and, in the same way, be able to **give constructive feedback** to bosses, co-workers or project managers.
- Have **empathy** and be able to put yourself in the "shoes" of other people, even if they have opinions contrary to yours.
- **Know how to listen**, but especially **exercise active listening**. It's not enough to listen to your co-workers as you nod your head: you must be able to respect their speaking shifts and listen to them for real.
- Master **verbal communication** (that is, having ease when speaking and expressing oneself) and **non-verbal language** (everything we say without words: gestures, looks, body position, etc.)
- Be **persuasive people**, able to convince the other person with logical and well-constructed arguments.
- **To be a decisive person** in the face of possible problems and unforeseen events that happen in our day to day.
- **Master written communication**. It is very important to have **ease of speech** when expressing oneself on a day-to-day basis, but it is equally or even more important to be able to do so at the written level (especially in professions related to letters such as journalism, marketing or advertising).

A **professional who has good communication skills** is able to express himself correctly, but also to **adapt his speech according to the context** and the person he is addressing. Similarly, a **professional with good communication skills** is able to master their nonverbal language when necessary.

Even if you have an enviable resume, if you do not know how **to communicate your work experience in a job interview** or you are unable **to communicate with your boss or co-workers in a clear way**, you will hardly be able to find a job or climb positions within your company. This kind of personal, soft skills can be trained.

There are different **types of soft skills** that you should include in your resume, if you want hr professionals to start considering your candidacy. Unfortunately the most psychological aspect of professional relationships is often abandoned, this has traditionally led to the widespread misconception that a professional should only have knowledge acquired through training and courses, totally forgetting their personal qualities.

That said, you have two options when it comes to **including communication skills in your resume:**

In the **COMPETENCES** or **SKILLS** section of your cv.

If you are developing or expanding your resume you can add a section called "Competencies" or "Skills". Within this section **you will include all the communicative skills that you have** by way of enumeration. If you have more skills that are not related to communication (such as computer skills) you can **make a breakdown of skills** within this same section.

As an additional point within the **EXPERIENCE** or **TRAINING** section.

If you do not have enough space in your CV or prefer not to include the Competencies section, you can add an additional point at the end of each professional experience or each study taken indicating the competence / skill you have acquired in each of these jobs or studies.

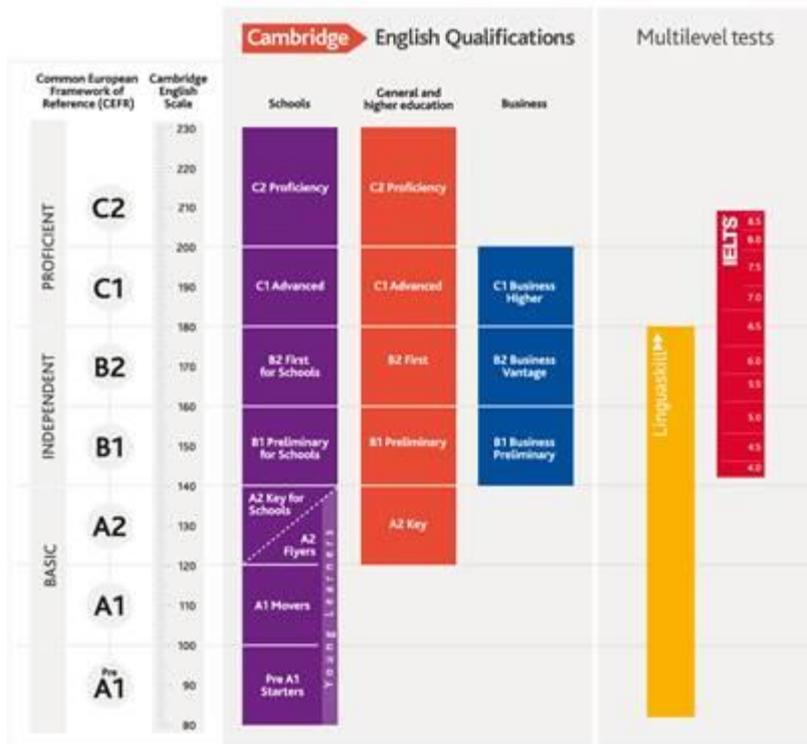
Tip n°4. Languages.

Be honest, don't lie. It also includes the level of the language according to the Common European Framework of Reference for Languages (CEFR) to assess the level you have.

The Common European Framework of Reference for Languages (CEFR) is the international standard that defines language competence. It is used worldwide to define students' language skills on a scale of English levels from an A1, basic level of English, to a C2, for those who are exceptionally fluent in English. This makes our exams easy to understand for anyone involved in language teaching and assessment, for both English teachers and students. It also helps educational institutions and companies to easily compare our English qualifications and tests with other types of exams in our country.

Equivalences according to the CEFR

The following diagram shows all our qualifications and tests in the CEFR.



Tip n°5. Be honest

Lying will not help you, on the contrary: it will harm you if you do it since you will not be able to face the problems that arise.

Tip n°6. The Cover Letter

Once you have finished **making the resume**, you will also need to write a **cover letter** addressed to the potential employer. The function of this letter is to get your attention, make a difference with the other candidates for the position and, ultimately, get a personal interview.

When answering an advertisement we must never forget that **the letter we send is our presentation** and that it is about it that a judgment will be made. **The company has no other way to get an idea about us** than by analyzing the resume and the letter that accompanies it, so it is worth knowing how to write this writing.

The cover letter is in charge of giving a first impression about you. It is essential that the cover letter has been made with thoroughness and care and must be totally personalized.

The **cover letter** and the curriculum are independent documents that, however, complement each other perfectly. Just as the curriculum is limited to summarizing our professional career, the cover letter seeks **to give a much more personal touch** and humanize the candidacy.

The main function of the cover letter is to introduce yourself as a candidate, as well as to make a **brief introduction of your candidacy** for the vacant position to which you are applying. In the cover letter you have to look to highlight certain data of your CV, but in no case should it be a copy of it.

In the cover letter you have to show the **reason why it is worth reading your CV** and why it is worth taking it into consideration. You must submit a job application that is specific to the job you are applying for. Logically, it is much easier and faster **to write a generic cover letter** that you can use in all your applications, but this will not offer you the same results.

Every cover letter must reflect certain basic points and must focus mainly on the **specific characteristics and needs that the company may have**. Among the aspects to be reflected, it is worth mentioning:

- In the cover letter you can elaborate and explain the reasons why you want to work for the company or company in question
- The reason why you think you can be a good candidate for the company
- The name and position held by the person who will be your boss
- You must explain the most relevant achievements that you expose in your resume.

You must remember to adapt your cover letter to the position you request, check that there are no grammatical or spelling mistakes, in addition to using short, direct and effective sentences. You should also keep in mind that **a cover letter should be brief and formal**, since it is not about writing another CV.

If you want to **complete your CV**, remember that the cover letter is a tool at your fingertips that will demonstrate your interest in the job offer, as well as your availability to start in the position as soon as possible.

CV TYPES:

According to the provision of the information:

Chronological CV.

The **chronological curriculum** is one that organizes the information chronologically, **starting from the oldest achievements and reaching the most recent**.

Functional-thematic CV.

The **functional curriculum vitae** is the one that **distributes the information by topics**. In this way, it allows you to provide a **quick knowledge of your training and experience in a given field**. In addition, by not following a chronological progression, it allows you to select the positive points, highlight your own skills and achievements achieved, while omitting or blurring the unwanted ones.

Combined or mixed CV.

The **combined curriculum vitae** is the one that **distributes the information both thematically and chronologically**. Always part of the functional model, organizing the information by thematic or professional areas, to reach the organization later in time. In this way, **the skills** you have are highlighted while **reflecting experience and training**.

EUROPASS

It is a common standardized model of **curriculum vitae** proposed by the European Union to facilitate the job search of workers in the different countries of Europe. The **Europass CV** enables users to present their qualifications, skills and competences in a systematic and chronological manner.

This curriculum model includes information on personal data, level of studies and academic training as well as work experience, language skills and other additional skills.

It consists of 5 different documents, of which the curriculum vitae document is the fundamental piece, but not the only one. The other documents that make up the Europass documentation are: the language passport, the mobility document and the supplements to the higher degree and certificates.

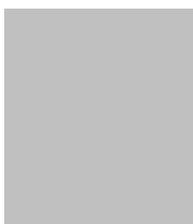
The objective of europass is to facilitate the mobility of workers throughout Europe, presenting skills and qualifications in a simple and easily understandable way in all European countries, that is, a European Curriculum, valid for all countries of the European Union.

Standard Europass Model:

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings]



 Replace with house number, street name, city, postcode, country

 Replace with telephone number  Replace with mobile number

 State e-mail address

 State personal website(s)

 Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED
FOR

Replace with preferred job / job applied for / studies applied for /
position (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification
awarded

Replace with European Qualification Framework (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s) Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.					
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

[Remove any headings left empty.]

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
 Example:

- leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:

- good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:

- good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:

- carpentry

Driving licence Replace with driving licence category/-ies. Example:
▪ B

ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Presentations
Projects Example of publication:
Conferences ▪ How to write a successful CV, New Associated Publishers, London, 2002.
Seminars Example of project:
Honours and awards ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Memberships
References