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# Curriculum Vitae



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Radboud Universiteit



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## Tips & Tricks

How do you make sure that your Curriculum Vitae (CV) results in an invitation for a job interview? Ensure your CV is personal and authentic so that the job recruiters get curious about you! Review your CV critically before each application and adjust it according to the type of job or institution you will be sending it to. Different CV formats are used in different sectors. Which format you will choose is entirely up to you. Before you start writing or editing your CV, it is important to analyse the job vacancy text. Check that the information you provide in your CV is relevant for the reader.

### General tips

- Make sure that the information in your CV is relevant to the recipient.
- Adapt your CV for every application; delete, clarify, or move relevant skills or experience.
- Remember that a recruiter will scan your CV in 20-30 seconds.
- Make sure that your CV is clear with different formatting styles.
- Make use of blank lines between every section.
- Write compact and to the point.
- Make use of words that match the job vacancy.
- Write in the active form.
- Avoid abbreviations and technical jargon.
- Make sure your CV does not contain any spelling mistakes.
- A CV always has a reverse chronological structure - most recent education and work experience at the top.
- Remove or decrease less relevant skills or experiences.
- Limit yourself to 1 or 2 A4-sized pages.
- Always send your CV as a PDF.
- Put your name in the title of your CV, motivation letter, and/or email.

### What kind of information do you need to mention in your CV?

Every CV looks different. However, there are certain aspects which are important to mention. Below you will find an overview with the most important aspects.

#### Header

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Curriculum Vitae, possibly your name.

#### Picture

Insert a professional photo where:

- You look straight into the camera. Make sure your body language is relaxed and open; This shows confidence.
- You are using a photo which shows your face up close.

- You are working with colour and create a quite background.
- You have a current photo that you also use for your LinkedIn profile.

## **Personal details**

When summing up your personal details, make sure you are writing down your:

- First- and surname (unless this is already stated in the header).
- Nationality.
- Date and place of birth.
- Address.
- Phone number (make sure you have a neutral voicemail).
- E-mail address (make use of a professional one).
- URL of your LinkedIn-profile.
- Driving license (optional).

## **Personal profile**

This is an important aspect of your CV, and probably also the most difficult. It is a 'free text space' to draw attention to you as a person and your ambitions. Use a maximum of 5 lines. Describe your best qualities, however avoid using clichés (e.g. I am an enthusiastic team player).

## **Education**

To start off, we recommend you to mention your education first and afterwards your work experience in your CV. Indicate the period of your studies, the name of your studies, and the educational institution with place name. Bachelor's and/or Master's programmes have to be stated separately. If you have completed an education Cum Laude please mention this. When you have taken courses which are particularly relevant for the job vacancy it is advised to mention this. Ensure that the structure of your CV is unambiguous; This makes it easier for the reader to 'scan'.

## **Work experience**

Maintain the same format as that of your education. You can state your internships here. When describing your work and other experiences (max. 2 sentences) emphasise parts and skills that are relevant to the job vacancy. By doing this, you can distinguish yourself from other candidates. It is advised that you make a distinction between relevant work experience (education related) with other work experiences (side jobs). Be critical when mentioning holiday jobs or side jobs during high school.

## **Extracurricular or secondary activities**

Maintain the same format as that of your education. Especially if you do not have any work experiences yet, this is a crucial part. In that case, many recruiters will pay even more attention on extracurricular or secondary activities. Feel free to mention

these extracurricular activities before work experiences on your CV. Take care of a clear presentation and description of these activities, such as work experiences during volunteering or tasks in a board and/or committees.

### **Language skills**

Determine the importance of the languages for the position and based on this determine whether to use a long or short description of your skills. These skills can be divided in reading, listening and speaking a certain language. You can also mention your CEFR-level.

### **Computer skills**

Determine the level of importance of these skills in regard to the job vacancy, and which computer skills are of added value (e.g. SPSS).

### **Interests**

In this section you should carefully consider what you are trying to get across by stating your interests. These are interesting to mention when they match the job vacancy or represent a passion. Think for example of sports, travelling, and music. By briefly explaining your interests, it could give the reader more insight into who you are as a person and how you view the world.

### **References**

Indicate that you can provide references upon request. Make sure your former, or current colleagues, or teachers can be approached if requested.

## **More information?**

Would you like more information or do you want to check your CV/LinkedIn-profile?

Check our website or make an appointment with the Career Service.

The Career Service is available every Tuesday, Wednesday, and Thursday for career advice.

On request, it is also possible on Mondays and Fridays.

W [www.radboudumc.nl/Careerservice](http://www.radboudumc.nl/Careerservice)

T 06-15292392 of 024-3693811

E [careerservice.rha@radboudumc.nl](mailto:careerservice.rha@radboudumc.nl)

f Career Service Radboudumc Health Academy

in Loopbaanoriëntatie Geneeskunde

in Radboudumc Career Orientation BMS Radboudumc