

1. Types of CVs

BY BREADTH AND STYLE

1.- Classic

- Extensive
- Typical in the Public Administration sector
- Those who have substantial professional experience

2.- American

- Short
- Attract attention and pique interest

BY CONTENT TYPE AND ORGANISATION

1.- Chronological

- Most popular format
- Generally does not directly respond to the employer's demands
- Very well received by managers looking to get a sense of your personality
- Time factor. Outlining experiences in chronological order (from the oldest to the most recent, or vice versa). This style has the advantage of giving an idea of your general professional and educational trajectory

2.- Functional

- Written with a certain job position in mind, and responding to the corresponding skills and experiences required
- Set up a time for interview
- Omits dates and groups experiences in large sections
- Advantages
 - Emphasises the skills necessary for taking on a concrete position
 - Affords the opportunity to camouflage gaps and lulls
 - Omits aspects that might be viewed negatively
 - Omits dates that may give rise to a bad image
 - Selects jobs and experiences that are relevant to the position you're applying for
 - Achieves greater impact by including accomplishments within specific jobs and experiences
- Guidelines
 - Determine the functional areas.

- Do not repeat any jobs or experiences. Group them together and write a new section for any repeated items. Be sure to put an action verb in your headings.
- Identify your experience in the relevant field and show how your experiences apply directly to the area. You can either omit or elaborate on experiences that seem not to be relevant.
- Strengthen your CV by writing about significant and inter-related experiences, and arranging them in a logical order; each section heading should work to reinforce and substantiate your experience.
- Always include experiences that may be secondary for companies or authorities, but that you feel are essential in your job application.
- Remember that to make a good functional CV you need to be familiar with the company and the position you're applying for.

3.- Mixed

- For those who want to get 'the best of both worlds'
- If you've held a relevant position at a prestigious company for some time and have performed admirably, you should indicate this by including the dates, where relevant, and mentioning responsibilities fulfilled and accomplishments achieved in other companies, showing their relevance without directly defining them.

2. TIPS FOR WRITING AN EFFECTIVE CV

- Keep in mind the CV's main objective and try not to stray from it.
- Attract attention; try using different types of paper, colours, and fonts.
- Pique interest; don't make any spelling or syntactical errors. Omit information that is not relevant.
- Arouse interest; the prospective employer needs to be able to tell that you're an ideal candidate for the position.
- Incite action; make sure that your contact information is on the CV itself, not just on the envelope.
- Be sure to adjust your professional objectives to the position you're applying for. Find out about the company.

3. A+ CV

- Do's and don'ts for writing an A+ CV
 - Don't omit any personal contact info
 - Don't exceed 3 pages, not including the cover letter
 - Do use a word processor
 - Do use a thicker paper, as it will attract more attention
 - Do use simple sentences and clear language
 - Do write the CV in your own language, unless otherwise instructed
 - Do use first person singular
 - Don't use photocopies; always send originals
 - Don't send extra information or documents unless otherwise instructed
 - Do include a passport size photo in the top right hand corner of the CV
- Extra tips
 - Don't be nostalgic
 - Find out about who is going to read your CV
 - Don't demand a concrete salary amount
 - It's best to not outright expose affiliations with political, trade union or religious groups
 - If you write a chronological CV, don't leave empty spaces
 - If there are "empty spaces" in your life, use the functional CV format
 - While you should not lie, you don't need to tell the whole truth, unless asked directly
 - Try to avoid spreading information thin
 - Have faith in your CV and be sure it's well written