



How to make an ideal Resume

Target: The general idea of making a resume is to give a short but sufficient image of what you are about and what you have done. This will hopefully be proceeded by a job interview.

Length. Try to get your resume onto one or two pages.

Facts. It is appealing to make everything bigger and better but always stick to the truth. A reputable recruiter will always know when something's a lie. Also remember to not mention your personal traits (exp. Nice, friendly bossy), they are supposed to be the result of what people think when they read your resume.

Adjust. Always adjust your resume to the vacancy your applying to. For example when they are looking for a candidate with leadership qualities, add extracurricular activities where you were president/supervisor. Doing this your resume will jump out and will be a lot easier to read for the recruiter.

lay-out. The first impression is always important. That is the same with your resume make sure it looks neat, organized and structured. This does two things, it shows your personality and shows you are capable working with text formatting programs.

abbreviations. Don't use them just write the words full out. Furthermore it is important to elaborate on companies or extracurricular activities which are not all that well known.

Reverse Chronological. Always start mentioning de activities job history and education that are the most recent. Then gradually go back in time, ending at high school.

Budget/ time: Add the amount of time you spent on an activities as well as adding the approved budget. It shows the amount of responsibility you had.

Courses. Naming the courses you followed in the last a few years that are related to the internship you applied to always works quite well with people. You can add grades if it is above a (7/B+) average.

Work experience. Only add the working experience that is useful for the vacancy you applied to. That is why it is important to ask yourself what you learned during your time there. If you spent fair amount of time at a company it shows consistency and loyalty. (But don't add things like, "supermarket stock man Summer 2006")

Language Knowledge. Only mention what your good add, everything under fair don't mention.

Foto. Don't add your picture, it is not standard procedure in Holland.

E-mail. When you send your CV always send it as PDF file. has two advantages. People can't check and see your layout techniques. And it's a lot more professional.