

[PD] Your top 3 CV tips

- **Keep your CV clear, simple and informing:** Write your CV as clear and simple as possible. Use bullet points and short sentences. Mention key achievements and responsibilities for every job experience.
- **Adjust your CV according to the job you are applying for:** Tailor your CV by highlighting related skills and experiences to the job you are applying for. Add important, required key words to be able to pass automated filter systems.
- **Highlight most related experience or accomplishment:** Add numbers and statistics to show your success and use action words for the duties you have done to show your capabilities
- **Use professional formats:** use professional fonts and styles. Avoid photos and unreadable (from automated libraries) information. Separate different sections such as education, experience, skills etc. Use formal templates (avoid complicated designs, keep it simple).