Checklist

Before submitting your resume:

- Have you written about the most important things first and/or used reverse chronological order?

- Is your application adapted to the person who will read it?

- Are your most important experiences and qualities highlighted?

- Is a clear and uniform layout used, ie the same typeface, headings, dating?

- Are there contact details on all pages? Preferably in the header/footer.

- Is your CV a maximum of two pages long?

- Is there a references section?

- Is the competence rating uniform?

- Do you have a picture? If so, does it make a serious impression?

- Ask someone else to give feedback on your application: Make sure the reader understands what you want to express in your application.

- Is your application in PDF format?

- If your application does not meet the above – Time to redo it!

Common mistakes...
... that you should avoid are:

- o Too long applications. Show that you can be concise! If you're not an expert with 10+ years of experience, assume that the given space (two A4 for CVs) is enough.

- o No examples are given, instead only assertions are made. For example. I am ambitious, service oriented, analytical, positive, responsible, goal-oriented, energetic, knowledgeable, etc. Always back up your claims with examples!

- o To exaggerate, eg: I am a "research expert". You shouldn't write that if you haven't got at least a doctoral degree.

- o Misplaced modifiers: confusing and often a bit funny, also gives a sloppy impression.

- o Long lists in the CV where the applicant only lists the position they have held. For example. "I was a marker". What does a marker mean? Instead, always briefly explain what you have done. Don't assume that whoever reads your application knows what it means without explaining what you did.

- o Be truthful. Don't write that you have a degree if you don't have one, instead write in progress: bachelor's program in...

- o Using super formal/academic language usually sounds silly if you don't get it right. Rather write "normal" and with a pleasant and interested tone.

- o Stretching the margins so much that not everything fits when the application is printed. Instead: Go back and make sure you only write about what's essential for this application.