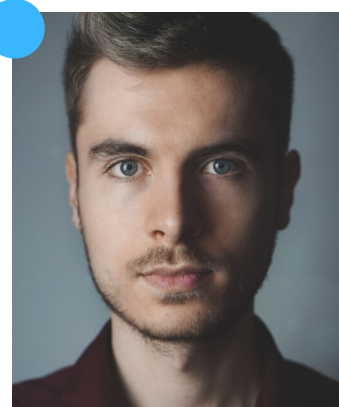


Your CV in English



Placeholder for your summary text.

Placeholder for your education details.

Placeholder for your skills list.

Placeholder for your work experience details.

Placeholder for your language proficiency details.

01 Photo?
This is your call. Some prefer to omit a photo. Technically, it's unethical to ask for one.

03 Education
List only from High School onwards.
Format: *Degree Title, University name, Grade, Start and finish dates.*

05 Skills
List your special skills (computer programs, software, certificates). Categorize them into skill levels:
Competent in:
Proficient in:
Expert in:

02 Your Summary
Use bullet points and include ONLY 3- 4 main ideas.
e.g: Certified Business English Instructor with 15 years of experience.

04 Work Experience
List starting with newest (current) position. Write company name, title, dates. List key responsibilities. Use prepositional phrases to start sentences:
Responsible for training candidates...
In charge of projects...

06 Language
Do not write "English 80%." This means nothing. Use the CEFR guide to help you.
E.g:
English level: Upper Intermediate (B2 on CEFR)
And list any exam scores you have:
TOEFL
IELTS
CAMBRIDGE
TOEIC

NINJA TIPS: 01

Keep it short.

Try to make your CV fit on a single page if possible. Use two sides if necessary but no more.

02

Edit and check.

Send us an email and we can check your CV for you. You must not have ANY errors.

03

Link to LinkedIn

Use this as an opportunity to update your LinkedIn profile in English. Human Resources WILL check it!

04

Keep it simple

Avoid using colors, or graphics if possible. Choose a good font. And don't perfume the page before sending it!

05

Get a professional e-mail address

If you have an email like "princesa-del-mundo@gmail.com", change it! Immediately. Employers don't like silly emails!