The "perfect" CV

Provide personal contact information, such as your email address, phone number and postal address

Highlight relevant professional experience, such as jobs, courses and trainings, starting with the most recent aspects

Contact details

Education

Experience

Skills

Personal / interests

If you use a photo, make sure it is authentic and appropriate for an application

Only secondary education is relevant; start with the most recent aspects of your education and professional experience

Summarize your competencies relevant to the job; language skills and IT know-how are also important

We want to get to know you as an individual; tell us about your hobbies and interests
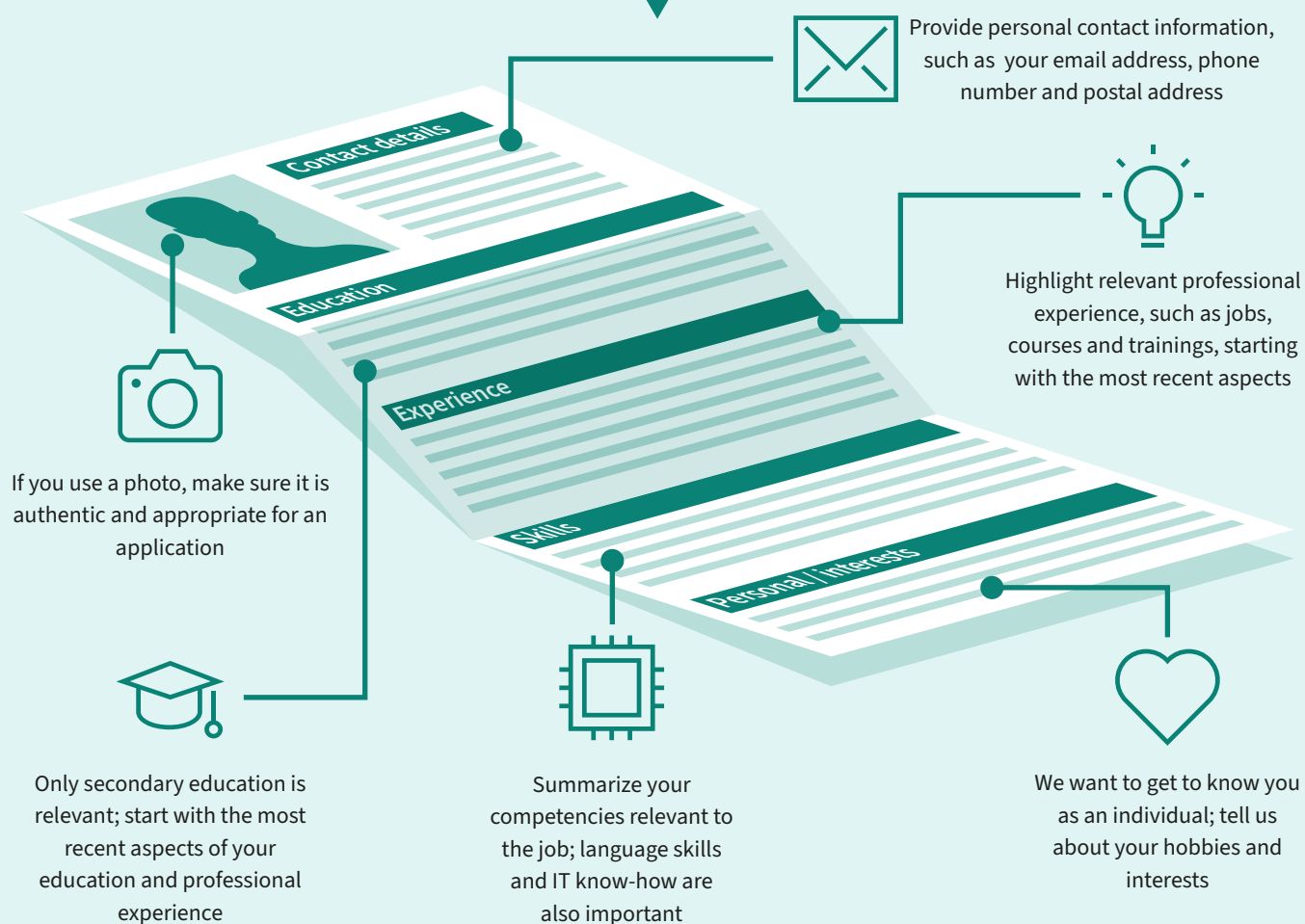
If you use social media channels such as LinkedIn, you can integrate this into your application

Adapt your resume to your (professional) experience: As a student or young professional, list the qualifications you have gained through university courses and internships. As an experienced professional, focus on the skills and experience you have gained in your career.

Try taking the Recruiter's / Hiring Manager's perspective: Why are you right for this job? Read the job posting carefully and adjust your CV / cover letter accordingly. Why not highlight your key skills that match the job posting?

- ✓ Keep your CV short & simple – two pages maximum
- ✓ Make sure your CV is complete. Be honest!
- ✓ Submit your application as a PDF and name it accordingly
- ✓ Strike a balance: provide important but not all information about yourself

There is no such thing as the **perfect** resume. It should reflect you as a person and provide an opportunity for deeper acquaintance and exchange.

www.infineon.com

infineon