

# HOW TO WRITE A GOOD CV

In a competitive job search, little details in your CV and its structure can make a big difference. Follow our guidelines, and make your CV standing out - even if you have only a little job experience.

## Personal Information

The very first thing you have to put on our resume are your name, email address and phone number. Make sure they are up to date, because if the recruiting company wants to interview you, this is where they find the information! Also put your nationality and birth date on it.

**But be careful.** Your height, weight and personal state of health are of no interest for the recruiter!

## Target Job Title

Like every book or movie has a title to draw attention, your resume needs a title too. Use the job title of the job you are applying for. The recruiting company will appreciate to know in one glance, for which position you are applying.

**Attention!** Make sure you put the right job title for every application.

## Profile Summary

Recruiting companies receive many CV's a day, and often don't have the time to read every detail. Follow your target job title with a short summary of what you have to offer for the job position.

**If you have relevant work experience,** write three to six lines how you are able to do the job responsibilities. Whenever you can, use the same or similar keywords as in the job description. This proves to the recruiting company that you have reflected the job priorities, and shows that you understand the job.

**If you have no relevant work experience,** you can't talk about how you have done the work before, or why you know how to do it. But you can write three to six lines about your desire and motivation for the opportunity to work and gain experience in these areas. Also try to use keywords that are named in the job requirements.

## Education

After your profile summary, give an overview of your educational background. Start with the latest university you have graduated from, or the school that you are still visiting. You don't need to add pre-school or kindergarten, it is not important for the company.

If you have learned something in your education that is relevant for the job requirements, don't hesitate to highlight it. Every experience counts!

## Professional Experiences

Paid jobs, internships and volunteer work can all qualify as relevant work experience for an entry-level professional. Always include company name, company profile, your job titles and employment dates.

For each job, summaries in a few bullet points your main duties and achievements, and the skills you have gained. Whenever relevant, you should repeat the keywords used in the job description and in your profile summary.

## Further Experiences

If you have gained other experiences - like participated a special seminar and course, or travelled the world - place it here. But be careful and use only what underlines your qualifications for the job position.

**You don't have anything to put?** No problem, just leave it away.

## Skills

To make your profile standing out from competitive applicants, give the recruiting employer an overview of your additional skills that you can bring into the job.

**Language:** Even if not required, speaking more than one language is a plus. Start with your native language first, and then list other languages that you speak including proficiency (native / fluent / advanced / basic)

**Computer Literacy:** Computer knowledge is significant for many jobs. If you are experienced in using Microsoft Office (Word, Excel, PowerPoint), Adobe (Photoshop, InDesign, Illustrator) or other computer programs, include it in your CV.

**Other:** If you feel that there is a qualification or skill that you have could be beneficial for your application, summarise it here.

**Full Name**  
Email: [thisismymail@server.com](mailto:thisismymail@server.com)  
Phone: +855 (0) 123 456  
Address: # House, Street, City  
Birth date dd.mm.yyyy

**Target Job Title**  
(Example: Marketing Manager)

**My Photo**

**Profile Summary**  
Strong coordination and organisational skills, proven through...  
Well founded knowledge of ... , put into practice with...  
Experienced in ..., demonstrated by ...

**Education**  
mm/yyyy - present **Master's Degree in...**  
University, Country  
mm/yyyy - mm/yyyy **Bachelor's Degree in ...**  
University, Country  
mm/yyyy - mm/yyyy **Associate's Degree in ...**  
University, Country

**Professional Experiences**  
mm/yyyy - present **Company Name, Company Profile or Industry, City**  
*Job Title*  
• Responsible for ...  
• Planning and controlling of ...  
• Creation and implementation of ...  
• Management of  
mm/yyyy - mm/yyyy **Company Name, Company Profile or Industry, City**  
*Internship / Volunteer*  
• Organising ...  
• Support planning and supervision of  
• Assist with...

**Further Experiences**  
mm/yyyy - mm/yyyy **GSTA Sales & Marketing Seminar**  
*PUM Netherlands Experts*  
mm/yyyy - mm/yyyy Travelling to...

**Skills**  
Languages:  
• Khmer (native, language)  
• English (fluent)  
• French (basic)  
Software  
• Microsoft Office (Word, Excel, PowerPoint)  
• Oracle CRM

**Interests**  
• Don't copy - make it personal!

**References**  
• Contact Name, Company, Job Position: Email, Phone Number  
• **Optional:** References are available upon request

## Interest

Describe in a few key words, what you like to do in your free time. Use key words and hobbies that underline you as a positive and motivated team player, and don't put only shopping and meeting friends. Make it individual!

## Reference

If the recruiting company is interested in your profile, it is likely that they want to have a personal feedback from someone that has worked with you before. Most of the time, it is your former boss, supervisor or teacher. Include the contact details, job position and connection of your references, and select people that will talk positive about you.

It is recommended to inform the person before, so it doesn't catch them by surprise.

**GOOD LUCK!**

You have more questions?  
Contact us via  
Facebook message, or at  
[contact@topjobcambodia.com](mailto:contact@topjobcambodia.com)