

CURRICULUM VITAE: RECOMMENDATIONS



- Use good quality paper, size DIN A-4
- Write it with a computer
- Leave wide margins and well differentiated sections.
- Be concise, brief and clear; its length should not exceed 2 or 3 sheets.
- Always accompany the curriculum with a letter.
- Submit the original and always keep a copy

If you need to attach a picture, try to be recent and quality (best if scanned)

Use expressions of action such as create, enhance, enable, motivate.

Be positive.

Highlight the phone number where you can be reached.

*A CV should detach confidence and assertiveness
and in one's professional worth*

AVOID



- misspellings.
- deletions or amendments.
- abusive use of adjectives.
- Write the curriculum in autobiographical form or instance.
- Handwriting (unless indicated in the ad)
- Mentioning your weaknesses
- Intimate data and personal problems.
- t excessive humility.
- time gaps; If so, avoid writing dates
- Attaching photocopies of accrediting documentation, you will deliver them on time for the interview.
- abbreviated expressions.

Guías Técnicas de Orientación Laboral

The following should be clear



- Do not forget that the main purpose of a CV is to get an interview.
- Try, in the first paragraphs, capturing the attention of the person reading the resume.
- It must highlight the skills and knowledge that are best suited to the position you are applying for.
- It should be short, pro and one for every job, adapting to each position.