

TIPS FOR WRITING A GOOD CV

Writing a good Curriculum Vitae (CV), is a very important step in your search for the right study, job or internship. It is your first “marketing tool” and gives the reader a quick overview of your achievements and goals. When applying to the IBA programme, your CV should stress any **international** or **intercultural** experiences you have had.

PREPARATION

Before writing your CV, you should start by listing all courses, projects, work experiences, interests and skills that are relevant for the application.

Let your CV show who you are. In the absence of work experience, you should try to mention activities such as school exchange programmes, foreign language courses (outside of school), projects or managerial activities – possibly within your high school or clubs.

THE PARTS

Your CV should summarize your secondary education, (international) work experience, personal achievements and skills. Only mention the relevant facts, and do this in a chronological order (from recent to past). Use the space sensibly.

THE LAYOUT

Pay extra attention to the layout of your CV. Try several layouts to find out how you can present yourself in the best way possible. Look at example CV's online to see what a difference the layout can make! When choosing the layout, keep in mind what you are applying for. A creative or colorful CV may not always be the best option as it's sometimes difficult for the reader to find the most important information.

For IBA, we prefer a CV that is easy to read and clearly formulated. Make use of the options 'Bold', 'Underlined' and 'Italic' to emphasize parts of the text. Be sure to stay consistent in the use of fonts and font sizes. **Beware of spelling mistakes!**

The length of your CV should not be more than two pages (one page is preferred). Adding a photo is up to you.

EXAMPLE

- Name, list your full name(s)
- Permanent address, this will likely be the address of your parents.
- Email, Make sure you have a business-like e-mail address; so no 'studmuffin@...'



EDUCATION

01.2002 – 05.2002

EXAMPLE High School Diploma

- List the name of your secondary school, followed by town and country
- Describe honours, scholarships or awards.
- If applicable, mention any cultural exchanges you have done.

You may include special (international and study-related) projects. This is a way to express your focus and passion for international business.

WORK EXPERIENCE

01.2002 – 05.2002

EXAMPLE Company Name

- Provide relevant details. Include job title, company name and location, dates of employment, followed by a statement of responsibilities and accomplishments using action verbs.
- Emphasize achievements versus writing mini job-descriptions. We want to know what you have done! Avoid technical jargon, stress accomplishments.
- Use active rather than passive language.

At this stage of your life you are not likely to have a lot of things for this section of your CV. That is ok! You can also include things like volunteer work, summer jobs & internships. Your description of work experience should be achievement-oriented.

EXTRAS

Extracurricular activities

Think of activities you have done for study clubs, sporting clubs etc. Also the organising of study trips is something you can mention here.

Languages (example)

Dutch - native,
English - excellent,
French - fair,
Spanish - basic

If you have taken any language exams, mention the level obtained here (for example French B2 level).