

TIPS ON HOW TO CREATE A «JOB-WINNING CV»



WWW.360AGENCY.ME

A resume is essential to have when it comes to a career change or job hunting. We would like to share the main insides of writing an eye-catching resume, in terms to help you to land your dream job anywhere in the world.



Chronology of a “JOB-WINNING” CV:

Start on top with your **full name** and **correct contact information** following a **short introduction summary** section.

Highlight your experience in key points as well as benefits that you would add to the team and company itself once you will be part of it.

Experience section

Written in chronological order, starting for the latest held position. Keep it simple and clean, the same for each position.

- ✓ Company name
- ✓ Your title
- ✓ Dates you worked from
- ✓ A short summary of your responsibilities

Achievements section

Highlight in bullet points.

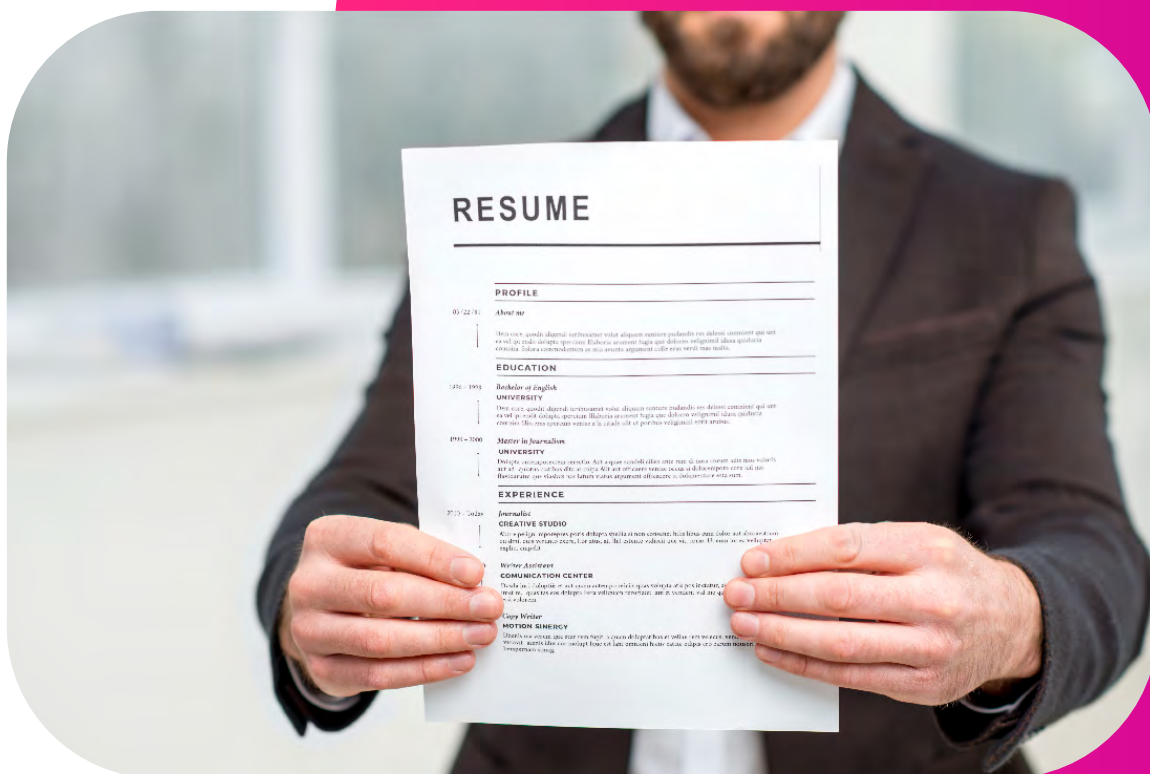
When you write your resume make sure that you highlight the impact and achievements that you have made. Can be added to each role separately as well as a summary in the bottom.

Education section

Can be on the top only if you are a fresh graduate and do not have work experience before. In all other cases, it should come at the bottom of your CV after the work experience and achievements. In this section, you also may include trainings that you attended if it is related or benefiting the role that you are applying for.

Additional information section

Always highlight languages you are speaking and if you like important hobbies.



It is the only professional way to send it and you...



Keep your CV one to two pages long.



Gaps between your jobs. If you've had contract roles that are short in time or crossing' each other always mention it.

Otherwise, it can put a red flag on your profile.



Always submit your CV in PDF format.

It is the only professional way to send it and only in this format, you can be sure that your resume looks exactly the same way you have intended it.

Word format can open up your CV in a totally different setup which will make the file almost unreadable.



Do not send links, a lot of companies have rules not to open any external links because of cyber security.

Mistakes that Ruin your CV



Spelling and grammar – you need to make sure that you are using the right words.

Also, you may check your CV through online tools which will double-check it for you.



Make sure that you include the right contact information.

35% of CVs get rejected because of inappropriate contact details.



Don't use passive language – use proactive words.



Over formatting – do not overdesign your CV to make sure its readable.

When you include a lot of graphics, bright colors, added certificates and other additional media it makes it very difficult for the recruiter/HR manager to find the essential information that they are looking for.

Cover letter

According to statistics, it is a really short time (seconds) that a recruiter/HR spends on reading one application. The vast majority of them skip your cover letter. Especially if the vacancy you are applying for is below management roles.

In case you are reaching out to a manager at the company where you dreamed to work for and there is a specific position that you really desire to go after – write a cover letter and put all your interest and passion into something which shows your value and interest. It will be a great addition to your CV.



To write a cover letter or not, depends on the vacancy you are applying for and the way of how you reach to your potential employer/recruiter/HR.

Photo guidelines

One of the most discussable topics in a resume is whether to add your photo or not.

You have to keep up with the standards of the country where you are looking for a job at, as well as the industry where you are applying.

In some European countries as well as the Middle East and Africa your photo is required and should be added at the top of your CV.

Please, feel free to discover the main guidelines for a «Hospitality Superstar Resume»



«Photo Guidelines» is for free available on our webpage www.360agency.me

CHANGE YOUR LIFE WITH US!

Are you looking for a job, feel stuck in life or just want to change your career?

360 Agency – is your trusted job-search partner with open vacancies in Europe and the Middle East. Apply with us and get directly connected to the best employers in the restaurant and hotel sector.

All our services are **free of charge** for candidates!

 +971 58 550 0125

 apply@360agency.me

 www.360agency.me