

RESUME – THE MOST IMPORTANT APPLICATION TOOL

Resume - a relic from old times?

There are many ideas circulating about meaning, design and content of the resume. Some people ask whether it is even necessary. When filling a vacancy, it's not about a person's professional past, but about the future, so people argue. The CV has survived all these doubts. Along with motivation letter, job references and diplomas, it has remained the core of the written application documents. Its task is to show that the applicant meets the professional requirements of the position. It should therefore ensure that those who meet the basic requirements and have the necessary hard skills are invited to an interview. The reward for a good CV is therefore an invitation to an interview and not a job offer. Therefore, it does not have to contain everything; strengths and successes do not belong in a CV. These aspects are important, but can only be communicated in the interview.

Requirements for the curriculum vitae

The CV is structured in reverse chronological order and gives a realistic picture of the applicant's professional career. The structure must not be deviated from, otherwise it is no longer legible. The structuring enables an overview and the quick finding of relevant information. The art is to keep the CV short and meaningful at the same time. Even for seniors it should not be longer than three pages. I do not recommend creative templates such as those found on the Internet. A resume should be of an ordinary structure and be convincing in content. It is worth paying attention to the description of the activities. Recruiters must be able to form a good impression based thereupon. Even in the age of electronic communication, a convincing CV can differentiate you from your competitors. This is because many applicants are carried away by electronic communication to a certain degree of carelessness.