

RESUME

The resume has not become obsolete. But many people misunderstand its purpose.

There are countless misconceptions surrounding the resume – including whether it is still needed at all. After all, hiring decisions are about the future, not the past. And yet, the CV remains – and rightly so. Together with the cover letter, references and diplomas, it forms the core of the application. Its role is clearly defined: to show that candidates meet the professional requirements – no more and no less. The reward for a strong CV is an interview, not a job offer.

Personal strengths and achievements do not belong in the resume. They only unfold their full impact in the interview – and lose much of their effect when listed in writing before any real interest in the person has been established.

A resume should be structured in reverse chronological order – this is the only way to keep it readable. Even with many years of experience, three pages are sufficient. What matters is a clear and coherent description of responsibilities that recruiters can grasp quickly. Those who stand out do so with a well-structured CV and precise, careful language.

Because a well-written resume remains the most important ticket to a job interview.

Articles on CVs (all articles)

- On what does the CV depend? On the content!
- Where the CV reaches its limits