HOW TO MAKE A PROFESSIONAL RESUME

Personal details (your personal information & contact info)

Name:
Address:
Birthdate + place:
Email address:
Phone number:
Driver's license:

A professional photo

Personal profile

Who are you, what qualities do you have that make you unique as an individual? Also, name some examples that illustrate those qualities! Furthermore, you can use your personal profile to list your main interests in your field of expertise. What are your ambitions for the future? A general tip: try to make it personal by sharing an anecdote and use your own words. An average personal profile contains 6 – 10 lines.

Education

Use an anti-chronological order, your current education should be at the top!

Month/year – present	**Huidige opleiding** *Huidige opleidingsinstituut + plaatsnaam* Minor/specialisation/graduation research & which unique choices did you make during your studies? *Work your way back, up until...*
Month/year – Month/year	**High school**

Work experience

Your internships count as relevant work experience, so you can describe them under this heading. Anti-chronological, put your most recent job or internship at the top!

Month/year – present	**Current internship/part-time job** *Current employer + town* Always describe your work activities or tasks, which projects you worked on, your responsibilities and if you worked with certain software programmes. *Work your way back, up until...*
Month/year – Month/year	**Past jobs or internships** Did you used to have a part-time job that is relevant? Then describe this as well and when it comes to less relevant part-time jobs, for example waiting tables or working in a supermarket, we advise to combine these and describe them using only one heading ('several part-time jobs").

Extra-curriculair activities

Unpaid experiences that distinguish you from your classmates. For example:
- Sporting at a high level
- Voluntary work
- Taking part in a committee or in a board of an association
- Travelling

Not sure whether this information is relevant? Ask yourself the following questions:
1. Does this information make me more suitable as a potential employee?
2. Did I leave some questions unanswered?
3. Do I still have a clear overview on my resume when adding this information?

Additional information

Certificates: Name of the certificate (completed in year/month)
Software programmes: Write down your level of proficiency too!
Hobbies: What do you like to do in your spare time?

About the lay-out of your resume:
Always make sure that the lay-out of your resume suits your field of expertise. Since your going to work in an industry that is mainly technical oriented, make sure that the focus of your lay-out is on your content. Don't distract from that by using too many colours for example. You can alter your lay-out based on the company that you are applying at. For example: you can use a little more creativity in your lay-out when applying for a job at an architectural firm.

Checklist before sending your resume:

- Try to restrict the length of your resume to **two pages**.
- Always check for **spelling errors**! Do this multiple times or let someone else check it for you.
- Always **tell the truth** on your resume. Lies (no matter how small) can really damage the trust of your future employer.
- Make sure your **personal email address** is not the same as the one you used when you were younger (princess_xx_love@hotmail.com)
- Instead of naming the contact information of your **references**, just mention 'references available on request'. This way, you prevent your future employer to contact your references without you knowing it.
- Attach your cv as an appendix in an email and always save your resume as a **PDF-file**. This prevents the lay-out from suddenly changing!
- Be **social**. Head hunters may Google you. Make sure that your photos on social media cannot be seen by them or delete them entirely.

Would you like to have your resume checked by a professional? Upload your resume at www.enginear.nl/evenementen/persoonlijk-cv-advies and receive tailored recommendations by mail!

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