altitudes

OVERALL CONSIDERATIONS

- The primary objective of your CV is to get you the interview. It should have everything that makes you **eligible for the job** you are applying for, and more for **anchoring discussions** during the interview.

- Restrict your CV to maximum **2 pages**. Readers usually lose attention and focus with anything more than that.

- Don't list everything you have ever done. Think about what makes you **stand out** as well as the **most suitable** for the job you are applying for.

- **Tweak/ edit** you CV for **each job** you apply for. Using the **same terms** as your potential employer will help ensure you're a strong match for the job.

- Judge your CV from the **perspective** of the person/ bot who would be **hiring/ shortlisting/ interviewing** you.

WHILE WRITING YOUR CV

- Select a template which is **visually appealing** and allows you to highlight the **key aspects** of your profile/ job application.

- Avoid verbosity by all means. Use **bullets** and appropriate **font styles** to keep your CV structured, focused and relevant.

- Outline **what you did** in the role specifying your **achievements**, rather than describe the job.

- Highlight **quantifiably proven results** that reflect your **accomplishments** and/or demonstrate your **abilities** and **skills**.

- **Prominently list** the **most important**, **critical** and **differentiating** factors (e.g. key skills, certifications) first. The reader of your CV should be able to get those in his/her first glance.

- **Don't remove** work experience(s) even if it was for a **short tenure**. Some employers equate such inaccuracies in your profile with malafide/fraudulent intent, and may disqualify your candidature for the particular role and to the company in future.

- If engaged through a service provider/contractor, make sure you list **both** the names of your **employer** as well as the one you were **assigned to**, for accurate representation. Employers appreciate such candor from the beginning than discovering later in the process.

HYGIENE FACTORS

- Check **spelling**, **grammar**, **tenses** as well as **names** of companies, institutes, people.

- Review the **dates** mentioned for **format** as well as **chronological consistency**.

- Ascertain there is **no mention** of any **business sensitive** or **confidential information**.

- **Don't include references** or write 'references available on request'.

- Always send in **pdf format**, and **label the file** correctly and preferably with your name and company/ title/ job/date you are applying for.