

## What to consider when creating your CV (curriculum vitae):

The CV is the centerpiece of your application file! When recruiters are selecting applicants, it has been proven that the CV is the most important factor. Therefore, it is essential that your CV is chronologically complete, well-structured and error-free. It is also recommended to always adapt your CV according to a new job advertisement, to make sure that the CV reflects the hard and soft skills desired in the job advertisement. Hard skills are qualifications and professional skills. Soft skills refer to personal, social as well as methodical skills.<sup>1</sup>

### How should my CV look like?

- It should be no longer than two A4 pages.
- Use a common font (for example Arial), and a size of at least 11 pt.
- Structure it in a clear, tabular form.
- Choose an inviting and appealing design.
- Use the same layout as your application letter (color, header, and footer).
- The most important personal information is placed in the upper half of the first page. This is usually followed by a list your professional jobs.
- Include a current application photo of yourself.

### What documents do I need to create my CV?

- Written job references<sup>2</sup>
- Certificate of proficiency<sup>3</sup>
- Diplomas
- Course confirmations
- Any other important documents
- Photo (as shown in separate instructions)

Important: Keep your documents ready in an electronic format so that you can send your application documents electronically. For this reason, make sure to scan and save the required documents and sort them thematically (for example, all work references in one single file). It is also important to sort the individual documents in the right chronological order. It is best to label the files coherently. For example, Name\_document.pdf => Smith\_work\_references.pdf / Smith\_certificate\_of\_proficiency+course confirmations.pdf

Once you have finished your CV, save it as a PDF as well and include this PDF-document in every electronic application. Also label this file coherently as Name\_CV.pdf. => Smith\_CV.pdf.

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<sup>1</sup> cf. <https://www.berufsstrategie.de/bewerbung-karriere-soft-skills/soft-skills-definition-hard-skills.php#:~:text=Zu%20den%20Soft%20Skills%20geh%C3%B6ren,den%20Umgang%20mit%20sich%20selbst.>

<sup>2</sup> In Switzerland, an employer is required to give an employee a written job reference (German: Arbeitszeugnis) upon leaving the company. This includes a description of responsibilities and tasks and a recommendation of competencies, strengths and reliability.

<sup>3</sup> In Switzerland, a Certificate of Proficiency (German: Fähigkeitszeugnis) is issued after the successful completion of a vocational apprenticeship

## What information does my CV include?

It is often unclear, what information actually belongs in a CV. The following tips will help you clarify any uncertainties:

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<b>Personal details</b>	First and last name; address; telephone number; e-mail address; date of birth; Swiss hometown (if you are a Swiss citizen) or nationality (if you are not a Swiss citizen); marital status; if you have children, state their birth years and your childcare options; driver's license classification (if you have one); any other relevant permits/licenses (for example, forklift license).
<b>Photo</b>	Make sure your photo conveys a favorable first impression with positive body language (smile) and an appropriate cropping of the picture. The photo should be current.
<b>Short skills profile</b>	Optionally, you can insert a short skills profile after your personal details. However, this should not be a formulaic description about yourself, but rather a short overview of your individual professional qualifications and specialized skills. It is recommended to always adapt the skills profile according to the advertised position.
<b>Professional activity</b>	List professional activities as well as internships in reverse chronological order and without any time gaps. Indicate the month and year for every position (for example, 02.2016 to 12.2018). Gaps longer than 3 months are to be specified. Name the most important tasks you had for each job. Select the most important tasks from your written job references and list three to four of them.
<b>Volunteer work</b>	If one of your voluntary activities is related to the job you are looking for, you can include it in the section "professional activity". Otherwise, it is advisable to create a separate section for volunteer work in your CV.
<b>Education, qualifications and continued education</b>	Education, qualifications and continued education are also to be listed in reverse chronological order.

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**Computer skills**

The most common programs such as Microsoft-Office are always to be mentioned. Only indicate any other programs if they are relevant to the job you are applying for.

**Languages**

List your complete language skills, starting with your native language. If you have taken language courses, specify your skill-level in parentheses (for example, A2). Furthermore, only state the highest of your completed diplomas for each language (for example, B2 and not B1 and B2).

**Parents' name and occupation and details about siblings**

Only belong in a CV when looking for an apprenticeship.

**Recreation and hobbies**

Usually, recreational activities are only mentioned when looking for an apprenticeship, except if these activities are relevant to the job.

**References**

Do not include these in your CV, but rather hand them in on a separate paper at the interview if required. Only state "upon request" in your CV. Exception: CVs for young people looking for an apprenticeship or for young graduates.

**Salary expectations**

Only if this is explicitly asked for in the job advertisement.

**How do I deal with any gaps in my CV?**

Gaps of more than three months absolutely must be specified, otherwise this could be interpreted in a negative way. There are different reasons that can lead to an interruption in employment. Some interruptions are listed below, along with possible descriptions:

*Examples of interruptions of employment:*

- Household management
- Maternity and childcare
- Caring for sick family members
- Breaks from work after many years of working (so-called sabbatical)
- Self-employment
- Stays abroad and language stays for personal development
- Job search or short-term unemployment (less than three months)
- Prison time
- Stay in a psychiatric clinic
- Illness
- Long-term unemployment

<i>Interruptions of employment:</i>	<i>Possible descriptions:</i>
<b>In case of a career change</b>	Professional assessment and re-orientation Retraining as a XY (for example, as a Plasterer)
<b>Health reasons</b>	Convalescence
<b>Housewife or househusband</b>	Childcare Family management Household maintenance
<b>Time abroad</b>	Activity abroad (specify) Language stay Cultural trip (list the visited countries) Educational trip (list the visited countries) Family stay
<b>Migration / Asylum</b>	Integration and reorientation to another country Immigration to Switzerland and integration Processing of an asylum application Various activities in (Germany, Switzerland, ...)
<b>Rehabilitation stay</b>	Kitchen activities, garden activities, etc. Assessment and re-orientation
<b>Frequent job changes</b>	Summarize jobs as engagement at various companies Limited employment periods Temporary employment
<b>Further options for gaps</b>	Job search Working in the family business Caring for family members in home country (specify) Volunteer work