



MONEY & LIFE SKILLS

financial capability made easy



Losing a job

Create or update your CV

A curriculum vitae (CV) is a document (usually two or more pages) describing your background, experience and skills.

A CV should include:

- Your name
- Contact information
- Education
- Skills
- Experience

In addition to these basics, a CV also may include some special information like your teaching experience, publications, public presentations, grants, membership in some associations, your licences, awards etc. You should also list any other information relevant to the position you want to apply for. You may also include a personal statement to make your CV stand out.

Start writing your CV by making a list of all your background information, then organize them into categories. Make sure you include dates on all the publications and experience you list.

Depending on the country, you may also need to provide the following in a CV:

- Nationality
- Marital status
- Date of birth
- Age
- Number of children (ages optional)
- Personal interests like hobbies
- All education including high school / secondary school
- Photos are also recommended (a professional headshot is best)

Customize Your Curriculum Vitae

Once you have made a list of the information you want to include, it's a good idea to create a custom curriculum vitae that specifically highlights the experience you have that is relevant to the job you are applying for. It takes more time to write a custom CV, but it's worth the effort—especially when you are applying for jobs that are a good match for your skills and experience.





MONEY & LIFE SKILLS

financial capability made easy

Information necessary to create/update your CV

Now think of the information you would like to include in your own CV. Check what the employers' expectations towards CVs in your country are.

Write down your ideas:

Education	Dates
Experience	Dates
Skills	Level of proficiency
Other information	



Erasmus+



MONEY & LIFE SKILLS

financial capability made easy

--	--

1. Based on the list above try to create/update your CV.
2. You can try to find some CV samples online to use them as a little help in creating your own one.
3. Try to be very correct while writing your CV. Employers hate mistakes.

Now, look at your new CV. Do you like it?
Yes? Well done! You can now apply for a job with your new CV.

