



**FERRERO**  
**CAREER**  
**BITES**

**CREATING YOUR RESUME/CV**

## Tips to write your **Experience on your CV**

1. Put the most recent one on **top**
2. Include **Job title, company name, location** and **dates**
3. Indicate **key responsibilities**: remember to indicate qualitative and quantitative achievements
4. Keep it **concise**, it is not a report.
5. Indicate **internships or volunteering** when you **don't have** much **professional** experience

## Tips to write your **Education on your CV**

Put the **most recent** things first

Include **course title** and **dates**

Include **all** courses completed

Emphasize subjects and projects  
most relevant to the job



**Include your grade?** If you have achieved a good grade, it is always better to include it.

## Tips to write your **Skills** on your CV

Ask yourself the following questions when reviewing how you have expressed your skills on your CV:

- Have I created **specific sections** for each of the skills groups?
- Have I indicated the specific **skills gained** in each experience?
- Have I explained **how I developed** my soft skills?

***Remember: Don't just list words, include examples***

# FERRERO CAREER BITES

LIVE ●

Have you watched all the Career Bites? **Join us** in our **next Live event** and get answers to all your career-related questions with our Ferrero Professionals.

See you soon!