

Are you a first-time [job](#) applicant or looking to step up your [career](#)? Before you begin your job hunt, you might want to start with your [CV](#) or curriculum vitae. Did you know that the first official resume was created by Leonardo da Vinci in 1482? It was originally used as an introduction letter and now, this piece of document is the most important part in the [recruitment process](#).

Here's a step-by-step guide in creating your [CV](#) from scratch, as well as some tips to impress the [recruitment manager](#):

### SEE ALSO:

[5 common phrases you should remove from your resume](#)

### Make an Outline

Creating your resume is much like creating any other article. You need to begin by outlining your CV. What essential information should include in your CV?

#### 1. Information

Each CV should not only include your skills but also your personal information. You must also include work experience, interests, achievements, skills, and references. You must customize your CV according to the job you are applying for.

### 2. Nature of the Company

Ask yourself these questions: What does the company do? What are they looking for in an employee? What is their mission statement? What skills do you have that are fit for the job?

### 3. Check for Specific Information

Go through the company website or the job posting if they want anything specific written in your CV.

### 4. Job History

If you've held jobs before, make a list with start and end date, and the [job description](#) for each.

### 5. Hobbies & Interests

These hobbies and interests make you stand out. Sometimes the HR manager draws conclusion based on your hobbies. Include hobbies that portray you as a person who can work well with a team. Being a part of a sports team or your college's government are good examples.

### 6. List of skills

[Skills](#) can include languages you speak, or specific things the company is looking for, such as targeted skills. If you are applying for a newspaper, you can put that you're good with AP style of writing. Skills listed must be tailored to the job posting.

### SEE ALSO:

[Cover Letter No-No's \(What Kills the Chances of Yours Getting Read\)](#)

### Write your CV

Now that you've made an outline containing all relevant details in your resume, time to write one.

#### 1. Format

You have to determine your format. There are plenty of templates online which you can choose from.

#### 2. Vital Information should be at the top

The size of your name must be at the top. The recruiter must see the name of the applicant first, including the phone number, email address, and location.

#### 3. Personal Profile

This part gives the recruiter an in-depth look at the applicant. This should include your skills, experiences, and personal qualities. It must be positive.

Here's a sample: "An enthusiastic recent graduate looking for an entry-level editorial position that will utilize organizational and communication skills developed as a summer intern at City Lights."

### **4. Education & Qualifications**

This section must be at the beginning of the CV. List it backward from most recent to the least recent education and work history.

### **5. Work Experience**

You have to list the name of the company, the location of the company, the years you worked there, and what you did. Start with your most recent job and work backward. Avoid long lists. Just include the ones relevant to your job application.

### **6. Skills & Achievements**

This part should also be highlighted in your CV. You need to make sure that you list the things you have

accomplished such as lectures, published work, and classes you've taught.

### 7. Interests

As mentioned above, you should list interests that would highlight you in a positive way.

### 8. Other Information

If there's a gap in your CV, you can also put the reason. Here's an example: "I took two years off from my intended career path in publishing to teach English through the TEFL program. [Teaching English](#) as a second language has helped me better understand the subtle nuances of the language."

### 9. References

Include people you have worked with in the past –colleagues or professors, previous employers who have seen your work and support you. The company may contact these references to know more about your previous work.

### SEE ALSO:

[Does Your Resume Look Dated? 6 Ways to Tell](#)

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