

## Curriculum Vitae

When you submit your CV a very important section is your PROFILE.  
What happens to your application once it is received?

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### What is a profile?

The profile is a very short (4 line) summary that states three main points:

**What you are - your job title.**

**Your experience and what you have done.**

**What you are now looking for.**

It is placed at the top of the front page of your CV below your name.

### Motivation for a well targeted profile

When the agent, or client reads your profile the ideal reaction you want is:

“Wow! This person looks perfect. I'll carry on reading the rest of the CV and probably invite them for interview.” A poorly targeted profile might invoke a response of ‘Oh, this person is one of those, and we don't need one of those’.

Your profile should be **adapted to match each application** you make to optimise your chances of being selected for interview.

### Profile Example: *(written by a previous student)*

A student in Smart Building Engineering and Management at the Albstadt - Sigmaringen University. Worked as a saleslady in a sport store. Has driver's license, knowledge of MS office, fluent in German and English. Looking for an internship as a Project Manager.

## EVALUATING AN APPLICATION:

### 1. Stage One

The recruitment manager is not going to spend minutes going through each CV - at the most **10 seconds** to take a quick glance at mainly the first page and the following page(s) if the first page interests him/her.

#### Any CV -

- which is longer than 4 pages will be trashed.
- that does not have a profile, or objective or similar paragraph and an easy discernible list of skills on the front page will get trashed.
- which is written in long sentences and lengthy paragraphs and where a quick glance does not allow the identification of relevant information, such as skills and achievements will get trashed.
- which is difficult to read due to bad formatting, many different fonts and font sizes, cluttering the information with little white space, will get trashed. Also the use of excessive underlining, bold and italics, in combination.

**By now the recruitment manager has trashed 70% of all the pile.**

### 2. The Second Stage: 10-15 Second Glance at the First Page

At this point, the recruitment manager is looking for what is **specifically relevant**: a match between the skills required for the job and the skills and achievements presented by you. He simply wants to identify what have you got to offer and does it match his or her organisation's requirements.

**By now around half from the first stage of filtering remain.**

### 3. The Third Stage: Short Listing for the Interview Stage

Here the recruitment manager spends a little more time, and picks out those CVs and resumes that have a specific match, or a very close match to the job requirements.

The method of the recruitment manager has changed from elimination of irrelevant CVs to picking highly relevant and quality matches.

**After this stage, about two-thirds of the remaining pile will be discarded.**

### 4. The Fourth Stage: Picking Candidates from the Short List

Only at this point that the recruitment manager will look in more detail to pick candidates from the short list. The two most important factors he will be focusing on are:

## Lesson: Example

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What achievements has the candidate demonstrated from previous jobs  
What makes the candidate stand out from the others

**The final interview list will be prepared which can be less than 5 candidates.**

**What happens if NONE of the candidates qualifies at the interview?  
The job will be re-advertised.**

**Also look at the additional notes under TEAMS.**