

# EFFECTIVE CV WRITING



S2S Concept

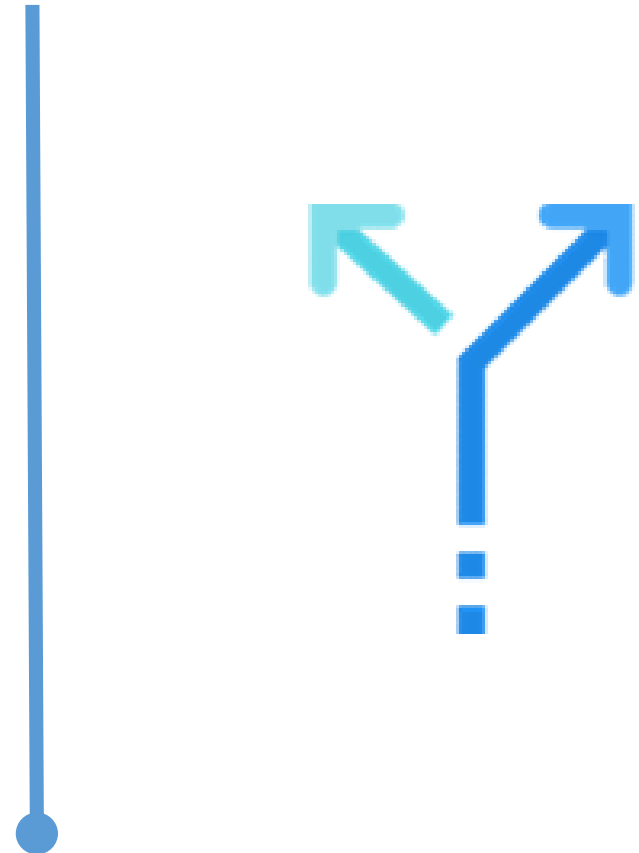
## CV vs Resume - The Difference

CV – long, covers your entire career, static.

Resume – short, no particular format rule, highly customisable.

Source: [theundercoverrecruiter](#)

**Note:** In Nigeria, a CV and Resume are used interchangeably.



## The Basics ... 1

- If you have less than 10 years of work experience, keep a 1-page CV.
- Ensure to maintain a consistent format (font size/style, bullet points, spacing, etc.)



## The Basics ... 2

- Use key words that sell you, like; ...passionate, lead, achieved, awarded, and so on.
- As much as possible avoid biases in your CV if not applicable, like; stating your age, gender, tribe, etc.



## The Basics ... 3

- Do not take the bait of using complex grammar. No one is impressed with complications. Be explicit and simple in your grammar.
- Start with your latest work experience under 'Experience', and your current educational level under 'Education'.



## The Basics ... 4

- It is forbidden to say what you are not. Never lie about a talent, skill, or experience that you do not have.
- Did you check again that you wrote the correct email and phone number?



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