

Are you looking for a job and not having success?

Get your CV right!

A CV is a summary of your experience that can be very helpful in your job search.

You can find many forms of what your CV can look like visually. In any case, it should be clear and organized. The CV should not exceed two A4 pages.

But what kind of information should you put on your CV?



- *Contact details* (name and surname, title, address, phone, email, date of birth - optionally you can attach your photo)



- *Work experience* (in chronological order from most recent to oldest, also write from when until when the employment relationship lasted and briefly describe the job in bullet points)



- *Educational qualification* (The highest level of education obtained, including the field and year of graduation. If you have obtained a nostrification, we recommend that you indicate this. Please also indicate courses, training courses, internships abroad.)



- *Skills and abilities*



- *Language skills*



- *Computer skills*



- *Do you have a driving licence?* Please indicate that also. But don't forget to mention if you are an active or passive driver.

- *Interests and hobbies*

We recommend mentioning on your CV whether you have free or conditional access to the labour market.

What not to forget about?



- Provide only truthful information.



- Correct grammar is important. Please have your CV checked before submitting.

If you are sending your CV by e-mail, it is advisable to also include a cover letter. In your cover letter, you can elaborate on why you are interested in a particular job and why you are the right candidate for the job. A cover letter is an extension of your CV, so there is no need to repeat information. It should be 3-6 short paragraphs. In the cover letter, don't forget to include a greeting as well as a thank you and goodbye.



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EVROPSKOU UNIÍ
AZYLOVÝ, MIGRAČNÍ
A INTEGRAČNÍ FOND



MINISTERSTVO VNITRA
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