

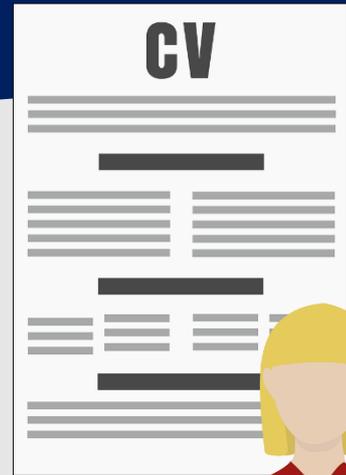
# Are you looking for a job and not having success?

## GET YOUR CV RIGHT

### Why is your CV important?

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.



### What information should be included in a 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 you are an active or passive driver.

#### Interests and hobbies

### What not to forget about?

Provide only truthful information!

Correct grammar is important.

Please have your CV checked before submitting.

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



**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.



Spolufinancováno  
Evropskou unií



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Poradna  
pro integraci

Projekt "Centrum na podporu integrace cizinců v Ústeckém kraji" reg. č. CZ.12.01.02/00/24\_022/0000077 je financován OP AMIF a MV ČR.