

CV Writing in The Age Of COVID-19

Here at EURES Malta we receive many CVs from all over Europe and often find great differences in how a CV is presented. Jobseekers must stand out from the crowd even more so in a post-pandemic labour market. Your CV is your personal marketing document used to sell yourself to prospective employers. So, what makes a good CV?



Feel free to contact EURES Malta with any questions you may have on

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Write a CV in English. Unless a job ad specifically asks for a CV in another language it is important that your CV is in English. Even if the role you are applying for calls for specific language skills it is unlikely that the HR staff assessing your application speak the language.

How long is too long? This really depends on what kind of role you are applying for but as rule a CV would ideally not be shorter than 1 page and no longer than 2 pages.

Understand the job description. Before you apply for a job, it is important to understand what the employer is looking for. The clues are in the job description, so read the details from start to finish. Take notes, highlighting everything you can satisfy and all the bits you can't. It is important to demonstrate the skills you do have and show how they're transferable.

Tailor the CV to the role. When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employer should be tailored to that role so don't be lazy and hope that a general CV will work because it won't.

Include only the most relevant information and put the most important information first. Try to include work experience, achievements, education and skills most relevant to the employer. A good CV is clear, concise and makes every point necessary without rambling.

Make the most of your skills and experience. Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. Also make sure to use assertive and positive language under the work history and experience sections, such as "developed", "organised" or "achieved".

Keep your CV updated. It's crucial to review your CV on a regular basis and add any new skills or experience that's missing. For example, if you've just done some volunteering or worked on a new project, make sure they're on there - potential employers are always impressed with candidates who go the extra mile to boost their own skills and experience.

We recommend jobseekers to use Europass to create their CVs as it presents your skills and qualifications clearly and easily understood in Europe.