CV Tips

How should you approach your CV for Swiss Market?

A perfect CV offers a quick overview of your career and has to be therefore visually appealing to the reader. Look at it as a snapshot of your career. Make sure your writing is clear, simple and correct. Watch out for grammar and spelling mistakes. Think about the qualities the company is looking for and highlight those in particular, remember also to add all relevant skills and tools. Start with a professional profile, where you highlight your key attributes.

If you are applying for a permanent position, it is important to provide a cover letter as well.

What to include in a CV?

Full name, date of birth, current address and contact information, nationality, Swiss work permit, spoken languages (including your mother tongue), marital status (optional) education and training (with date and location information), certificates, professional experience (with date and location information), certificates professional experience (with date and location information), reference, skills, competencies and special knowledge.

Hobbies and other interests are only relevant for permanent positions.

What about photos and references?

You can include a professional photo; however, it is better to leave it out than using a bad one.

References have to be included to your CV. Make sure to inform your previous employer before providing her/his contact.

How long should a CV be?

A CV can range three to five A4-pages, depending on how long you have been working. If you worked on various projects, your CV might be longer but keep in mind not to exceed more than 10 pages of your CV. For all the positions older than 5 to 10 years, consider keeping the project list short and concise. Do not skip relevant information as project title, client, date, location and accomplishment.

CV structure

List your work experience in a reverse chronological order with the recent experience on top (including both month and year). Carefully rank and organize sections of your resume, we recommend to use one for professional experience and one for education. Make sure to include achievements, tasks, responsibility and tools used.

For IT specialists, it would be a better option to create either a skill matrix or a tools list used in particular projects.

Dealing with gaps

It is not unusual to have a gap in your employment history and there are many reasons why someone decide to take a break from work. However, no matter what your reason for the empty space in your CV is, make sure to explain it reasonably. In most cases, honesty is always the best policy and will show more about your personality.

What is the format for a CV?

Nowadays it is common to use a PDF format but due to the CRM scanning system that are used by many companies, it might be not readable. Therefore, we recommend a Text File rather than a PDF.

Which font to use for a CV?

To play it safe opt for a reduced font and a standard size. Fonts like Arial and Helvetica with a size 11 pt. look always professional and are easy to read. Be consistent and stick to one font and size of your choice throughout your CV.

Common mistakes in CVs

- Outdated or wrong contact details
- Wrong or missing date of location specifications
- Unprofessional photo
- Format overload: too many colours or unreadable fonts
- Too long CV
- Unexplained gaps and falsehoods
- Grammar and spelling mistakes