SELF-STUDY GUIDE

# Write a CV that gets you an interview

This worksheet goes with the guide on motivista.se. Read a step in the guide and then fill in the box that goes with it. Print it and fill it in by hand, or type in the PDF with the text tool in your PDF reader.

**HOW TO USE THE WORKSHEET**

1. Box 1 goes with step 2 of the guide: your summary.
2. Box 2 goes with step 3: from duty to result.
3. Box 3 goes with step 5: the keywords in an ad you want to apply for.
4. Finish with the checklist on the last page and transfer everything to your CV.

## 1 My summary

3–4 lines at the top of your CV. Write each part separately first, then put them together.

**PROFESSION AND EXPERIENCE**

*What do you do and for how long? "Warehouse worker with eight years' experience of …"*

**TWO OR THREE STRENGTHS**

*Ideally things the ad asks for. "Used to …", "Experience of …"*

**WHAT I AM LOOKING FOR**

*"Looking for a role as … where I can …"*

**MY WHOLE SUMMARY**

## 2 From duty to result

**THE FORMULA**

**What you did + how much + what it led to.** Start with a verb: led, increased, reduced, improved, solved, trained, sold, planned.

Find the numbers: How many? How often? How much? What got better? What were you praised for?

| BEFORE: DUTY | AFTER: RESULT |
|---|---|
| *Responsible for customer service* | *Answered 60 cases a day with 92% satisfied customers* |
| | |
| | |
| | |
| | |

**Never make things up.** Estimate honestly ("about 50 customers a day") if you have no exact numbers.

## 3 My keywords

Choose an ad you want to apply for. Write down the words that are mentioned several times and check whether they are in your CV.

| THE AD I AM APPLYING FOR | |
|---|---|

| WORDS IN THE AD | IN MY CV? | HOW I WRITE IT |
|---|---|---|
| *Case handling* | *No, I wrote "answered questions"* | *Case handling by phone and email* |
| | | |
| | | |
| | | |

BEFORE YOU SEND IT

# Checklist before every application

- [ ] The CV is tailored to the ad and includes the keywords
- [ ] There is a summary at the top
- [ ] My experience shows results, with numbers where possible
- [ ] The CV is 1–2 pages with one column and standard headings
- [ ] My contact details are in the text, not in the header
- [ ] Titles and dates match my LinkedIn
- [ ] Someone else has read it and checked for spelling mistakes
- [ ] Everything in the CV is true and sounds like me
- [ ] The file is a PDF named "CV Firstname Lastname"

**TEST YOUR CV**

Select all the text in your CV, copy it and paste it into an empty document. Does the text end up in the right order? Then an applicant tracking system can probably read it too.

**WANT REAL HELP?**

## Practise with your own coach in Rusta och matcha

At Motivista we go through your CV together, tailor it to the jobs you apply for and practise for the interview. Motivista is a provider of Rusta och matcha (Prepare and Match) on behalf of Arbetsförmedlingen (the Swedish Public Employment Service). Arbetsförmedlingen decides whether you can take part. If you are referred, you can choose Motivista as your provider.

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| --- | --- | --- |
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Sources: Arbetsförmedlingen, Skriva cv · Ladders, Eye-Tracking Study (2018).