



European Organization for Particle Physics
Take part!

Accelerating your CV

Tips and Tricks...

*...with a focus on the Swiss job
market*





Rocío Alot

Senior Talent Acquisition Specialist at CERN

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POLISH YOUR RESUME



How to Build Your Resume

Essentials

1. Professional Summary

2. Professional experience

- Responsibilities held
- Achievements

3. Education

4. Your Knowledge Base

- Skill set (technical and/or personal skills)
- Language skills
- Certifications
- Your Digital Trace (portfolio, website, blog, social profiles)
- Associations you are part of or out-of-work activities



Starting Basics: Format

- A recruiter will spend an average of 30 seconds reading your CV.
 - ✓ Your resume = one page
 - ✓ Bulleted points
 - ✓ Legible font, Arial or Times Roman
 - ✓ Spell/grammar check your resume
 - ✓ Avoid “lazy” words (such as “etc”, abbreviations)
 - ✓ Have someone else to proof-read your resume
- Use action verbs, such as “performed, executed, awarded”. These will help provide evidence of your experience and skills.
- Don't add a job that you were at for less than 3-4 months unless it is relevant to the position you are applying for.
- If you are reorienting your career and you lack experience for the job you apply, replace the “career summary” for a “career objective” that describes your search intentions and what type of position you are looking for. Keep it to 2-3 lines.



Starting Basics: Applying for a job

- Start by searching the position/company that you are applying for.
- Always tailor your CV. Target the **keywords** of the job you have.
- Be factual. Add some figures of your achievements if you can.
- If you are making a career change, stress what skills are transferable to support your new career objectives.
- Make sure not to water down or oversimplify your responsibilities and accomplishments.
- Avoid using the same words/descriptions over and over again. Avoid slang.
- When uploading resume to online websites make sure it imports it correctly before submitting. Use PDF.



Tips and Tricks

Good and Bad Examples

Good

Receptionist XYZ:

Received incoming calls on three business lines, determined nature of call, and effectively transferred caller to destination with 99% accuracy.

Maintained log of phone calls, time of call, nature of business, and person called upon.

Monitored coming and going of staff ensuring callers and walk-in customers were directed to appropriate and available personnel.

Collected, sorted, and distributed mail and messages to staff members at regular intervals throughout the day.

Greeted visitors to plant and issued visitor passes when necessary.

Arranged future appointments for staff upon request.

Bad

Receptionist ABC:

Answered phone

Greeted plant visitors

Made appointments

Sorted incoming mail, office supplies, postal delivery...etc.



Tips and Tricks

Good and Bad Examples



Janet Jane

Professional Resume Writer

+000 000 000
name@mail.com
www.myblog.com
Address, city

A successful multilingual Resume Writer for clients of all industries and organizational levels since 2011. Great listener, translating information into clear and concise language that illuminates individual strengths and furthers client's goals. Excellent spelling/grammatical skills and a sense of humor.

EXPERIENCE

Betty Resumes and Co

Lausanne, Switzerland

Professional Resume Writer / NOV 2011 - PRESENT

- Created 700+ resumes, working collaboratively with a diverse clientele, including 300+ members of Alumnae Resources career center.
- Official writer for the quarterly newsletter of JobUp, the leader job site in French-speaking Switzerland, since 2015.
- Contributes to monthly resume writing workshops at Ecole Migros in Geneva and Vaud cantons.
- Completed extensive apprenticeship and training with Susan Black, author of Bestseller *Damn Good Resume Guide*.
- Average of 15 clients per week and 1 monthly public presentation.

Tools for Change

San Francisco, USA

Editor / Administrative Assistant / MAR 2008 - JUN 2011

- Editorial and administrative assistance to autor Mary Evan, autor of *Tools for Change: Creating a Positive Mindset*.
- Handling correspondence, welcoming visitors and arranging appointments
- Filtering calls, updating bookkeeping and managing communication with external suppliers.
- Writing reports and documentation.

EDUCATION

Washington University

St Louis, USA

B.A English Literature / SEP 2003 - AUG 2008

LANGUAGES

- Spanish – C2 ●●●●●●●●
- English – C2 ●●●●●●●●
- French – C1 ●●●●●●●●

TOOLS

- Excel ●●●●●●●●
- Photoshop ●●●●●●●●
- Public Speaking ●●●●●●●●
- Interface Design ●●●●●●●●
- Event Organization ●●●●●●●●

PUBLICATIONS

J.Jane (2016): Writing skilled profiles. *Tools For Change*.
J.Jane (2017): Are you Skilled? *Alumnaes Career Centre*.

HOBBIES

Mountain Bike, Kickboxing

REFERENCES UPON REQUEST



Jane Janet

email@email.com
+ 000 000 000
Address, city

SELECT WORK EXPERIENCE

Dates Employed	Employer	Position	Supervisor
➤ 9/07 – present	California Institute of the Arts – Valencia, CA	Teacher's Aid	Martha Baxton
➤ 5/07 – 7/07	Platform International Animation Festival – No. Hollywood, CA/ Portland, OR	Supervising Jury Minder/ Administrative Assistant	Irene Kotlarz, Joanne Lichtenstein

INTERNSHIPS

➤ 6/06 – 9/06	Cartoon Network Studios – Burbank, CA	<i>Camp Lazlo</i>	Janet Dimon
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EDUCATION

Dates Attended	School	Major
➤ 2006 – present	California Institute of the Arts – Valencia, CA	Character Animation
➤ 2004 – 2006	California Institute of the Arts – Valencia, CA	Fine Art
➤ 7/03 – 8/03	California State Summer School for the Arts (CSSSA)	Fine Art
➤ 1998 – 2004	Brentwood School – Los Angeles, CA	N/A

SKILLS

- Efficient with Adobe After Effects, Adobe Photoshop and Final Cut Pro
- Basic understanding of Avid Meridian and Adobe Premiere
- Storyboarding and Screenwriting for Live Action or Animation
- Visual Development for Live Action or Animation
- Animation – Stop Motion, After Effects and Hand Drawn
- Managerial experience as Director and Producer for student films
- Experience crewing on student film shoots
- Acting – Improv, Theater, Film and Voice Over
- Puppetry

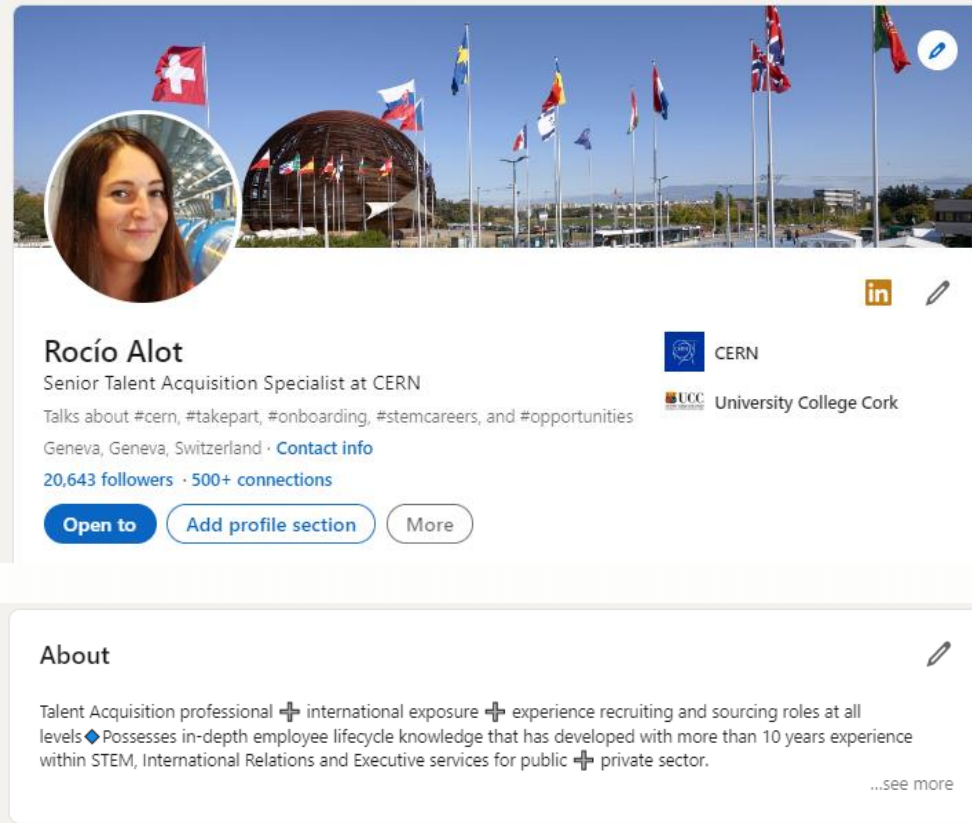


Swiss Tips & Tricks



- Photo. To add or not to add in the CV? In Switzerland they are welcomed but it remains your choice. Whatever it is...Be professional.
- Practice proactive networking. Get to know your local expat groups, mingle after work and meet their Swiss friends, and casually inquire as to where other expats might work.
- You will be expected to submit a letter of recommendation from your previous employer, so make sure to include it with your initial application.
- A majority of jobs requiring English skills will be listed on websites or can be found through job agencies.
- Many companies in Switzerland have an English language policy. Make a list, it will help you to know better the local job market and to focus your search.
- Swiss employers usually ask for references. Don't add reference details in your resume, you can underline "references upon request".

Are you Linked-In?



Rocío Alot
Senior Talent Acquisition Specialist at CERN

Talks about #cern, #takepart, #onboarding, #stemcareers, and #opportunities

Geneva, Geneva, Switzerland · [Contact info](#)

20,643 followers · 500+ connections

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About

Talent Acquisition professional ✚ international exposure ✚ experience recruiting and sourcing roles at all levels ✦ Possesses in-depth employee lifecycle knowledge that has developed with more than 10 years experience within STEM, International Relations and Executive services for public ✚ private sector.

...see more

Social Media Dos and Don'ts During a Job Search

- ✓ Do create an Online Presence
- ✓ Do be consistent
- ✗ Don't forget your Facebook Privacy settings
- ✓ Do Google your name and check what's online
- ✓ Do be careful what you Tweet
- ✓ Do network before you need to
- ✓ Do give to get
- ✗ Don't spend time online on your boss's dime



Thank you & good luck!



**Any
Questions?**



Additional Resources

- List of powerful action verbs to add in your Resume
- Your Job Application Checklist - actions to be done before submitting your application
- Unsure of how «professional» your picture is? Check here Picture analyzer - LinkedIn

