

# DevelopmentAid

How to get shortlisted for a project.  
CV Tailoring tips



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# What you'll learn during this webinar:

- 1 CV writing rules
- 2 What mistakes to avoid
- 3 Whether the layout of the CV matters
- 4 How to customize a CV for different sectors
- 5 Which part of the CV is the most important
- 6 What CV Tailoring services DevelopmentAid offers

# CV writing rules

## Private sector VS Development sector

### Common rules:

- Active voice and action words
- Industry keywords
- Experience in chronological order
- Key skills / qualifications
- Education & trainings
- Contact information, etc.

### Main differences:

- 1-2 pages rule does not apply
- Specific donor formats
- More hard, technical or industry
- specific skills
- Keywords specific to the job
- Development sector terminology

# How to tailor the CV if one is transitioning to another sector?

- Highlight your skills and experience that match the requirements of the job description
- Include any internships or volunteer work you have in this sector
- Avoid using jargon specific to your sector, but rather adapt it to the development sector where possible
- Mention any certificates, trainings, courses that match the sector
- Use the proper template in case the job is for a donor-funded assignment

# Should development workers have multiple CVs?

- General CV containing all his/her experience over the years
- A short version of his/her CV (3 pages maximum), resume
- CV tailored for specific sector/field or job

# Advice for job seekers who do not have enough experience in a certain sector/field

- Apply for internships or volunteer jobs to gather experience
- Apply for entry level positions or for those for which you are qualified
- Highlight skills, education, or experience that match job requirements
- Include any volunteer, internships appropriate for the sector

# | Does the layout of the CV matter?

IT MATTERS 😊 Thus, avoid usage of:

- Inaccurate tables with too narrow sections
- Large margins
- Information presented in blocks
- Exotic font or different font sizes and font types
- Multiple colors, photos, shapes, pictures

# On what parts of the CV one should put the most emphasis?

- First page of the CV, executive summary (key qualifications section)
- Employment record (professional experience)



# Characteristics of a successful CV

- The right template
- Experience and qualifications relevant to the job requirements
- CV tailored to the specific job
- Well structured CV + most important information on the first page
- Professional experience presented in reverse chronological order
- Doesn't include irrelevant information, like hobbies, marital status, number of children, personal information, description of professional goals, essays on why the applicant chose a job or a career, photos, pictures, charts, personal opinions, etc.

## **Factors employers are considering when evaluating CVs**

- Candidate's relevant experience
- Similar positions in the past
- Experience in similar companies/organizations, in similar sectors/ environments/ countries

## **Assessment of the candidate's skills during the interview:**

- Cultural fit, alignment with the organization's values
- Emotional intelligence and other soft skills are also assessed with the help of psychometric testing.

**Methods used to shortlist CVs**, depending on the role: CV assessment, evaluation grid, interviewing, psychometric testing, language test, competence-based tests, reference and background checks.

# Advice on how to beat Applicant Tracking System

- Carefully tailor your CV to the job description every single time you apply.
- Optimize for ATS search and ranking algorithms by matching keywords to the job description
- Use both the long-form and acronym version of keywords (e.g. “Master of Business Administration (MBA)” or “Search Engine Optimization (SEO)”) for maximum searchability
- Use a chronological or hybrid CV format (avoid the functional resume format)
- Don’t use tables or columns as they often cause major parsing errors
- Use a traditional CV font, avoid exotic fonts
- Don’t use headers or footers as the information might get lost or cause a parsing error
- Use standard CV section headings ex. “Work Experience” rather than being cute or clever (“Where I’ve Been”)
- Save your file as a .docx, .doc or .pdf if possible

# Common mistakes in tailoring a CV for a job in the development sector

- Wrong CV format
- CV is not tailored to match this specific job requirements
- Frequent usage of the passive voice
- CV proof-read and check for grammar errors
- Heavy usage of acronyms without mentioning the full term

# CV tailoring services

The image displays three service packages in light blue rounded rectangles. The first package is marked with a green 'LIMITED OFFER' tag. Each package includes an icon representing the service, a price in Euros, a list of services, and a 'Select' button.

Price	Services
€ 199	CV Tailoring • FREE Cover Letter Tailoring
€ 249	CV Tailoring • Cover Letter Tailoring
€ 349	CV Tailoring • Cover Letter Tailoring • CV Broadcast

<https://www.developmentaid.org/#!/jobs/cvtailoring>

During payment for the CV Tailoring service, mention **"Webinar attendee bonus"** in the additional comments **to get your cover letter tailored for FREE**

# How CV Tailoring works?

Our team of professional recruiters can assist individual professionals in tailoring their CVs and cover letters for any specific job or project, clearly structuring most relevant key qualifications or creating a more general CV. We create high-quality documents that help experts stand out from the competition. With us you have higher chances of securing employment, because:

- we help you identify, highlight and emphasize your experience required for a specific job and remove irrelevant information that stops recruiters from easily screening your CV for compliance;
- we help resize your CV and make it look more professional and concise (ex: from 15 pages to 6, which is the optimal size for development cooperation sector). This will ensure that your CV is actually read by recruiters, and not set aside because it's too long;
- we structure and format the CV and give it a professional look by removing all irrelevant design details, such as colors, fonts, unnecessary tables and borders, etc.;
- we can help you create a general comprehensive CV that contains all your chronological experience in multiple sectors, which you can later tailor for specific assignments;
- we help you present your experience in a recruiter-friendly/accessible language, so that your strengths are visible and hard to miss

DevelopmentAid prepares CVs in one of the major donor formats: **EC, WB, GIZ, P11, private sector etc.** in **English, French or Spanish.**

**It usually takes from 3 to 10 business to deliver the final version of your CV.**

To request CV Tailoring, visit <https://www.developmentaid.org/#!/jobs/cvtailoring>

# Special discounts for webinar attendees:

Visit <https://www.developmentaid.org/#!/experts/membership> & save:

**20 euros off** DevAid Professional plan with code:  
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\*1 CV broadcast worth 129 euros is included.

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# | Questions & Answers

