

# CV Tailoring Webinar FAQs

## CV Format

### What should be the maximum length of a resume?

*The length of a resume depends on the type of job you apply for. In the private sector, short 2-3-page CVs are desirable, whereas in the development sector, where applicants are usually involved in multiple short- or long-term projects, longer CVs up to 6-8 pages are recommended.*

### Would you recommend .PDF or .DOC format?

*Both are good, although recruiters prefer .doc format.*

### Is there a recommended format? For example, is Europass format OK? I'm asking because there is no space for key qualities.

*The format of your CV depends a lot on your employment goals. If you live in Europe and intend to apply for jobs in European companies or organizations, or ETF funded projects, then yes, Europass is a good CV to use for this purpose. If you intend to apply for short- or long-term projects financed by the European Commission, then EU-format is advised. If your goal is to secure a job with a project financed by any other donor, then use the template of those donors (UN, ADB, World Bank, etc.)*

### What is the font and size to be used in CVs?

*Classical fonts are preferred by recruiters, so use fonts such as Times New Roman, Calibri, Arial, Cambria, or Garamond. Size 9, 10 is recommended.*

### Can I get some quick information on cover letter formats and the most important information to consider in your cover letter?

*There are no specific cover letter formats. But they do have a specific structure that is better to follow when writing one. For example, each cover letter should not exceed one page of text and should have the following parts: header (with your name and contact details); salutation (better to address the letter to a specific person, but if you don't know the name, write the name of the HR Manager of that organization); opening paragraph (capture the attention of the reader with your reasoning about how you will help and contribute to the organization's goals and mission with your experience); body paragraphs (explain your experience and how it fits the requirements of the job, mention achievements, numbers, metrics), closing paragraph (wrap-up everything nicely and communicate your gratitude and enthusiasm for the position, how you will benefit the organization and a call to action for the next stage in the application process). Also, don't forget to write a fresh cover letter for each job you apply taking into consideration the requirements of that job. Do not repeat the information you already have in your CV. The Cover Letter should complement your CV, and only be used to convince the employer why you are the best for the job and what distinguishes you among other candidates.*

**What about online applications for UN organizations (FAO, UNDP, etc.):** *in addition to submitting your tailored CV, these institutions often have an online template in which all job experiences with the description of activities need to be filled out. This is, of course, a lot of work, especially considering the information would need*

*to be rewritten for each application. Do you have any idea how important those institutions deem these online templates? In our experience, if the organization requires an online application, the online forms should be filled in mandatorily each time you apply for a different job.*

## CV Content

*Will the CV only have key experiences to make it perfectly without duties to make it 3 pages. Or we will have to include duties held and mention brief highlights of all? For a 3-page CV, mention a summary of your duties and achievements for each job. Fill in only the important information and remove any irrelevant tasks that do not fit the requirements of the job you want to apply for.*

*Is it necessary to include work history that is not necessarily relevant? e.g. entry-level jobs out of university*

*A lot depends on the length of your CV and your seniority. If there is enough space, and you have little professional experience, then yes, you can include your entry-level jobs, mentioning a few key details.*

*How to present in the CV experience of long service in one organization?*

*Make sure you mention all the jobs you held if promoted during your long service. For each job mention your key duties and achievements.*

*In the CV if the most relevant experience is not the most recent, do we still keep it in the reverse chronological order that you suggested?*

*Yes, if the CV will be used to apply for jobs in the development sector, it is better to keep your experience in reverse chronological order. You can highlight keywords in your relevant experience in bold, for example, to draw the attention of the recruiter and do not forget to write about it in your profile summary or key qualifications.*

*I've heard mixed opinions about placing the photos at the top of the CV. You said don't do this. Any comment? Hobby: likewise, I believe a bit of personal touch can be beneficial: infographic-like CV can be considered as positive?*

*It is considered that photos can unconsciously provoke bias; this is why it is not recommended to use photos on your CVs, especially CVs to apply for donor-funded projects. You can include hobbies in CV for private-sector jobs. For donor-funded jobs, this information is irrelevant, because the stress is on your technical experience. Infographic – like CVs are suitable for IT or creative industries, definitely not for development or humanitarian sectors.*

*Is it of any significance to list personal Honors awards in a CV?*

*Honors and awards represent your achievements, so you should include them in your CV, especially if they relate to the subject matter of the job you'd like to apply for.*

*Should we specify in CV when the position/ assignment was part-time?*

*Yes, indicate in your CV that a specific assignment or job was part-time. You can also include the number of working days, especially for short-term consultancies to avoid any questions about work overlaps.*

### What's the difference between a consultancy resume and full-time employment resume?

*Usually, a consultancy resume will contain a higher number of consultancy jobs, with a brief description of the duties and achievements, and as a rule, it is a longer document. Also, it will most probably be in a specific donor format. The full-time employment resume will contain fewer jobs with longer descriptions, fewer pages, and any approved resume templates suitable for private-sector jobs will suffice.*

### What should I write in the profile summary section?

*If you are using a CV template that requires a Profile Summary and a Key Qualification section and you have doubts what info to write in each section, make sure you include in Profile Summary a short description of your soft skills that relate to the soft requirements of the job you want to apply for, while in Key Qualifications section include technical/hard skills.*

*If you are using a CV template that has either a Profile Summary section or a Key Qualifications section, you should write a summary of your key qualifications and skills that relate to the requirements of the job you want to apply for.*

### Does education background come before work experience?

*It depends on the CV format. CVs such as EU, ADB, AfDB, UNDP - show education above the work experience, whereas World Bank CVs, for example, include education after the work experience.*

### Is it necessary to mention the full term, if the acronym appears in the specific job requirements?

*It is advisable to mention the full term for the acronym at least once in your CV, usually the first time the acronym is used. Recruiters will understand your experience better and your CV will have greater chances to pass an ATS assessment.*

### Is it possible to include achievements against each job title or you can lump all the achievements in one section?

*You should put down achievements for each job separately; do not include them in one section. A recruiter might find it difficult to understand what achievements you've had during a specific assignment. It is even better to write in the description of each job achievement-based duties.*

*Example: Raised visibility of the organization through constant collaboration with donors, implementing partners, beneficiaries, and CSO representatives.*

### What about adding online done certificates? Should we add it to the CV - especially now when all education goes online?

*You should mention all your relevant training in your CV, including online training and courses.*

### Do the signature of the cv is compulsory?

*Your signature on a CV is not compulsory, although some formats might request it, for example, the World Bank CV format.*

### Could you highlight tips/advice for senior Non-Key Experts and Key Experts as well as Team Leader positions?

*Team Leaders and Senior NKE and KE should stress in their CV their management and leadership skills.*

*Senior experts might have lengthy CVs, so a good idea would be to include only the most relevant information about the projects they have been involved in, such as the name of the project, budget, duration, location, the*

*position held, implementing organization, donor, a few most important duties and achievements. Do not describe the background, goal, mission, and all the outputs of the projects.*

**What is the maximum age of recruitment of professional consultants in the development sector?**

*For short and mid-term consultancies any ages are suitable, senior experts are frequently preferred, thanks to their vast experience in the sectors of their specialization. In the case of full-time employment, you should take into consideration the retirement age in the country of the employer.*

**How does one leverage one's experience to be qualified for a position in a different country?**

*If you are interested in working internationally, you should start looking at regional jobs first. Once you gather good experience in neighboring countries, you can start applying for jobs at an international level. A good idea would be to apply for jobs in small or medium-size organizations and gradually move towards larger organizations. You should be fluent in one of the international languages, and knowledge of additional languages spoken in the country of your choice would be an asset. If you have a unique skill set or knowledge and experience in a niche industry, that is highly sought by employers and makes you stand out on the job market, put an emphasis on those skills and experience in your CV.*

**Would you recommend one to apply for different vacancies in the same organization?**

*You can apply for different vacancies in the same organization, as long as you have the required experience and qualify for all those jobs. Do not apply randomly for various jobs you don't have the experience for, hoping to get an invitation for an interview for a least one of them. This is bad practice and may lead to recruiters blacklisting you and disregarding your applications for any future positions in that organization.*

**How should one overcome the lack of proof of work (e.g. absence of SLAs/ contracts for specific jobs) when moving from the private sector.**

*You can request work/employment certificates from your former employers and include references in your CV that recruiters can contact and check your employment history.*

**Could you please explain what the 'Key Qualifications' section should contain? Thank you.**

*You should write a list of all your most important experiences that fit job specifications. For example, if the job requires 10 years of experience in a particular sector, you write down under the Key Qualifications section your number of overall experiences in that sector or related sectors. If the job asks for 5 years of management experience, you can mention how many years of management experience you have, names of management functions held, size of teams, names of projects in which you worked as a team leader, etc.*

**Should you list your duties/job descriptions in the CV or one must just focus on highlighting what you achieved under the different positions?**

*It all depends on how much available space you have in your CV. If you are a young professional, you can mention a few key duties and your achievements for all your jobs. If your CV is lengthy, you can emphasize your achievements. It is never a good idea to put down all your duties or entire job descriptions in your CVs. Select only what is relevant and important for your current professional goals.*

**What type of projects can/should you add to your CV? only specific donor projects?**

*All projects in which you have been officially employed as the key or non-key expert represent your work experience, so they should be included in your CV, regardless of the organization that financed it (donor, development agency, international financing institutions). You should also include all projects that you have managed, implemented, or coordinated as part of your job responsibilities while employed with a non-profit organization or public institutions, for example.*

In case indicating the duration of experiences is required how to calculate it? I.e. the candidate was dealing with the relevant issues for a long time but not continuously.

*Usually, the period of implementation of a project is different than the actual experts' input in the project. This is why you should specify both, the duration of the project and your actual contribution in days worked (sometimes weeks worked are requested), for example 25 working days.*

## DevelopmentAid CV Tailoring Services:

**How to get in touch with the Career Advisors?**

*Send an email to [careercenter@developmentaid.org](mailto:careercenter@developmentaid.org) and indicate your preferred date/time/contact details and we'll schedule a guided tour/presentation for you.*

**How long is the subscription of CV tailoring? / Are the costs of the tailoring per CV or per certain time?**

*CV Tailoring is a one-time service. It covers 1 CV in 1 format, in one language. We can deliver a general CV version or a CV tailored to any specific position.*

**How many times can my CV be tailored by the CV staff? Is it as many times as I need tailoring or its limited to a certain number?**

*A CV tailoring service includes one tailoring done by a professional recruiter. You can choose to get a general CV, containing all your experience, or a CV tailored for a specific job.*

**If I have to tailor my CV for each job, how can I use the CV produced by CV tailoring services?!**

*You can tailor a CV for a specific job with a professional recruiter and based on the tailored CV and the tips you receive during your interaction with the recruiter, you can tailor yourself other CVs for any future jobs.*

**How long does it take to get a CV tailored by your team?**

*The CV tailoring process can take up to 10-15 working days, and we will assign a recruiter to just work on your CV. During this time the recruiter/CV writer will send you drafts, ask for more clarifications and information (if needed) about your key qualifications, achievements, experience, training, and goals. If you are very fast at responding, then the correspondence with the recruiter will go quicker, and the CV tailoring will be done sooner.*

**Can I get my Cover letter tailored separately?**

*It is advisable to tailor your Cover letter after the CV tailoring for a specific project has been done. They are linked together. If the recruiter doesn't know your CV very well, we won't be able to tailor the Cover letter properly.*

**If I pay for the service, what will the recruiter do so differently to my CV?**

*The recruiter will either add more content to your CV if it is too short or shorten it if it is too long, thus describing your experience in such a way that will fit the CV page limit. Besides that, they will add the necessary and necessary key-words, relevant to the type of position you want to apply to, or to the organization you want to work for. They will emphasize your experience in such a way that will impress the future recruiters, not only by the way the CV looks like and also by the content in the CV. Note, that the recruiters spend only 6 seconds on the average to get the first impression and decide whether to keep reading or not and sometimes they use a program to check for relevant key-words.*

What if I want to tailor my CV for another job, will I get a discount for the second one?  
*When tailoring your CV for another opportunity, you will get a 65% discount for the second request.*

How much does DevelopmentAid CV tailoring service cost?  
*You can view all the information about [the CV & Cover letter tailoring fees here.](#)*