

How to write a CV for the Dutch labour market

Your CV has to convince the recruiter or the HR department that you offer the demanded knowledge and skills. Therefore, it is important that the resume stands out from the crowd. However: attracting attention does not mean that you have to add a lot of whistles and bells.

A few tips to keep in mind when writing your CV:

- Only mention relevant information that emphasizes your added value to the company. Fine-tune your resume to the job you are applying for.
- Limit the length of your CV to 2 separate pages (single sided)
- If you have multiple pages, put your name on each page (top or bottom)
- Organize your CV in clear sections and add enough white spaces. It will aid to the legibility of your CV.
- Make sure there are no grammar and spelling mistakes. If necessary, ask a friend to read through it.
- Use dynamic and active verbs, e.g. to achieve, produce, establish, implement, formulate.
- Write your CV and letter of application in the language of the job ad.
- Make sure your CV is clean, has no wrinkles and no dog-ears.
- If you give a cell phone number, make sure the message through your voicemail and ringtone leave a good impression.
- Use an email address that you check regularly.
- Be honest!!!!!! Eventually, lies will be found out.
- Do not send your CV with a fax machine. You do not know who receives it.

Personal information

The following information should be present in the section on your personal information:

- Name
- Address
- Telephone number
- Email: only an address that you check regularly
- Date of birth
- Nationality

The following items do not belong in a Dutch CV or are optional:

- Bank account
- Marital status / children
- Physical and medical traits (height, weight, ...)
- Parent's background
- Having a clean record
- Drivers license: only if relevant for the job

Education

Your highest degree is the most important. Always mention the universities where you received your degree and the time frame of your study.

Mention any study abroad. Tell something about your thesis if relevant to the job.

You can also mention your high school education, but this is not very important. Nobody will be interested in your elementary education. Any additional courses should only be mentioned if they concern the job at hand.

Experience

It is important to list what you have done (mainly tasks and responsibilities), at which company and when exactly. If you do not have work experiences (through paid jobs), do not forget to write about the experiences you have gotten through relevant summer jobs, internships or volunteer work. Give a short description of each job (no details) and if possible what you have learned by doing these jobs.

Command of languages

List your language skills and your command of each language. Always indicate your mother tongue. An example on describing your language skills:

- German: mother tongue
- English: solid knowledge, speaking and writing.
- Dutch: social level, speaking.

Miscellaneous

You can list your hobbies, computer skills (e.g. knowledge of Microsoft Office) or involvement in student organizations but the same rule applies to the information in this section as to others: consider the relevancy of it and do not provide too many details.

Unless you apply for a job at the post office, nobody is interested in your stamp collection. But if you were president of a student association, it may state that you can take on responsibilities.

References

If you have references, you can enter: "references are available on your request." In a Dutch CV, you only give the names and other details on your references, if asked for it.

Always make sure that your references know about your applications thus calls from a recruiter will not come as a surprise to them.

You are not obligated to list references. It is rather nice though, to have a few names up your sleeves, in case you are asked for referees during the job interview