

How to prepare a good CV

Here you will find some hints and tips on how to write your CV so that HR specialists will be interested in it and invite you for an interview. Write clearly and concisely, ideally in bullet points.

Provide only truthful information and do not forget to check spelling and grammar. Use only one type of font and do not go overboard with colours. You should be able to fit everything on one side of an A4 page.

Send your CV ideally in .pdf, .doc or .docx format; avoid the .txt extension. You can find simple CV templates on, for example, [canva.com](https://www.canva.com) and [jobs.cz](https://www.jobs.cz), and directly in Microsoft Word.

CV structure

Personal data:

Name, surname, title, telephone number, e-mail address, contact address.

You can attach a small photograph of yourself against a neutral background. This will make it easier for HR specialists to remember you.

Experience:

The month and year when your employment started and ended, name of the employer, your position and the activities that you performed.

Order your experience from the most recent to the oldest; ten years is sufficient.

Education:

Highest level of education attained, name of school, field of study, degree earned and year of graduation; in the case of students, provide information on current studies.

Also include relevant courses that you have completed while employed or studying.

Other knowledge and skills:

Language and computer skills and the level thereof, driving licence, various courses completed and professional certificates, health limitations if applicable.

If you are a graduate without experience, provide information on part-time jobs and internships.



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Hlavní 22, Litvínov

Jana Nováková, MBA

Position

Experience:

10/2020–present

Account manager, Nová banka, s. r. o.

- management of 20 clients' portfolios
- responsibility for new acquisitions
- management of a team of seven sales representatives

3/2014–10/2020

Account executive, Dobrá pojišťovna, s. r. o.

- management of five clients' portfolios
- responsibility for new acquisitions

Education:

2010–2014 University of Economics, Brno, MBA

2006–2010 Business Academy, Prague

Knowledge and skills:

- Word, Excel, PowerPoint, Photoshop
- driving licence, group B, since 2012
- English C1 and Spanish B2
- course in communication for managers
- first-aid course
- creativity, problem solving, analytical thinking



Petr Novotný

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Dolní 55, Kralupy nad Vltavou

Experience:

10/2020–present, employee, Velká firma, s. r. o.

- formulation of strategies for achieving goals
- presentation of work results
- team management

1/2012–10/2020 employee in training, Malá firma, s. r. o.

- preparation of work and research
- recommendation of appropriate processes
- help with creating a new model

Education:

2010–2014 high school

Knowledge and skills:

- Word, Excel, PowerPoint
- driving licence, group B
- English B2
- first-aid course
- communication skills
- analytical thinking



Karel Svoboda

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U Nádraží 15, Most

Experience:

1/2018–present

Warehouse foreman, ABC Packaging

- management of other warehouse workers and cooperation with team leaders
- loading and unloading of stock units from stacking systems
- minor vehicle maintenance

5/2013–1/2018

Warehouseman, ZZZ Zásilkovna

- loading and unloading of stock units from stacking systems
- minor vehicle maintenance

Education:

2010–2014 high school

Knowledge and skills:

- driving licence, group B and VZV
- orientation in warehouse operations
- organisational skills
- safety and legal norms
- manual dexterity
- professional knowledge of production equipment
- motivated approach to work