

7 tips to improve your CV immediately

1. Talk about your achievements, not your tasks.
2. When listing achievements and responsibilities use numbers or quantifications
quantification is: "I managed a team or I increased the conversion rate on the online shop. That gives you more credibility and shows that you are data and result driven, something many managers like!
3. Use a good picture with professional attire and a neutral background. Investing in this will pay off. Use the same picture on your professional profiles. Repetition creates recognition. People want to feel like they know you. Give them a helping hand.
4. The last word at the end of each line in your job descriptions/achievements is important. This is what sticks out, choose it wisely. The same is true for the first and the last line of each job description.
5. Don't waste space with your contact details. Make them your header.
6. Limit your CV to two pages. Shorten or omit less relevant experience but don't create any gaps.
7. Show personality throughout your CV. You can list your hobbies, use a special font or create a unique design. Don't go overboard. Whatever you do, it should support the content.

In case somebody forwarded this to you: I'm [Miguel Baumann](#) 🚀 (click to follow me on LinkedIn for Leadership & Startup tips).