# Tips and tricks on how to write a CV and prepare for an interview

## How to write a CV

Less is really more. It is clear that when you write about your professional life, there will be a great deal of information you would like to share about yourself and your qualities. Remember that the CV will be read by recruiters/personality specialists who, unfortunately, do not have two hours to read every CV.

It's a good idea to keep your CV to one or two pages in a font you don't need a magnifying glass to read. On the other hand, don't skimp on the information. The recruiter/HR manager won't be happy if you tell them the company you worked for but don't specify what you did.

### Write your experience in bullet points

Write the information you want to convey clearly - ideally in bullet points. The recruiter/personality manager can quickly learn about your experience. A maximum of 5 bullet points should be sufficient for each job.

If you're a recent graduate, mention your studies at the beginning of your CV. If work experience predominates, mentioning your studies towards the end of your CV is good, but only the highest level of achievement. The fact that you finished primary school in your home village 15 years ago will not impress the recruiter/personnel officer.

### Truthfulness: this is the basis

Although you may be tempted to embellish your CV, stick to the truth. The Czech basin is a small pond; you never know where the truth might peek at you. And if the recruiter/personality manager finds out, they'll be done with you quickly.

### Spelling

Before you send your finished CV, read it by someone you know who has a flair for Czech (English, German...). You will get feedback not only on grammar but also on the logical layout of the CV. You may find that some information is worth adding, omitting or developing.

### What the structure of a CV looks like

### Personal data

* This includes first name, last name, title, phone and e-mail.
* In the Czech Republic, adding a contact address and nationality is customary, but this information is optional.
* Around half of the applicants attach a photograph to their CV. If you don't have a professional photo, leave out the wedding or beer photo.
* Information about health, number of children and religion may not interest anyone. Therefore, do not write them in your CV.

### Work experience

* This part of the CV is the most crucial part for recruiters/personalities; therefore, it is necessary to pay attention to it.
* Order the experiences chronologically (from most recent to oldest).
* Always write the month and year of the beginning and end of the employment relationship and the employer's name.
* Please also indicate the position and some of the most essential work activities you have held in the position.
* The more specific information you provide, the better for you.

### Education

* If you are a student or a recent graduate, this information becomes more important, so include it right after your data in your CV.
* The highest level of education attained is indicated. In the case of female students, current studies.
* It is essential to mention the name of the school, the field of study, the degree obtained and the year of graduation.
* The current trend is to further your education (while working or studying). Please list relevant courses you have taken (e.g. language courses)

### Other skills and knowledge

* In the final section of your CV, write any other information that a prospective employer should know about you.
* You can mention personal characteristics, such as having a driving licence and language or computer skills. Always try to tailor this information to what the employer needs.
* If most people in the republic have this knowledge and skill, this information can be safely omitted. Computer skills can include understanding the Internet, Word, and Excel (if you can only ordinarily use the program).

### Extra tips at the end

* you can download [ready-made CV templates](https://www.jobs.cz/poradna/stahnete-si-3-sablony-zivotopisu/)

## How to write a cover letter

**The cover letter has changed in the last few years. From long essays, it has become more of a "cover letter" that should introduce you in a few lines and make the person on the other side want to get to know you personally.**

Some companies require a cover letter. In this case, make sure you take extra care with it. For other companies, a short cover letter will suffice. Whether you write one or the other, following a few simple tips is a good idea.

## Less is more

When you start writing your cover letter, be aware of who it is addressed to. It would help if you impressed the recruiter who will read the letter. Therefore, try to write about things that the recruiter/personnel person might be interested in that don't fit (or don't fit) on the resume. Ideally, you should look at the advert and describe your personal experience of what the company asks for in the job.

The cover letter's length varies from half a page to one page. No one will want to read longer cover letters. You can influence the length by limiting the clichés that are repeated in cover letters.

## Modification of the letter

If possible, address the letter to a specific person. Most recruiters/personalities will be pleased if you address them specifically.

The [CV](https://www.jobs.cz/poradna/rady/rady-pro-uchazece/jak-napsat-cv/) and the cover letter should be free of spelling mistakes and typos.

In the introduction, please state what position you are applying for. The more specific you are, the better. Generic cover letters and CVs usually end up in the dust.

Also, be careful of "copying" the names of people and companies you are addressing. It is inappropriate to write that you have always wanted to work at ABC and then send it to CBA.

Whether you send your cover letter by post or e-mail, please include contact details - ideally a mobile number and e-mail address. In the following days, take calls from unknown numbers and check your junk mail folder.

## The positive and confident tone

Avoid making negative remarks and comments in your cover letter towards your former employer or yourself. It is better to strike a positive, confident tone and thus make the recruiter/HR manager want to hear from you.

If you know a person in the company, mention them in your cover letter or ask them to send your cover letter and CV directly to the recruiter/HR manager.

## Job portals

Nowadays, finding a job is much easier thanks to the wide range of online job portals. These portals bridge employers and job seekers/applicants, allowing you to find job vacancies in different fields and locations.

## Variety of offers

There are many different job portals, such as www.jobs.cz, www.prace.cz, [www.pracezarohem.cz](http://www.pracezarohem.cz/) and others, that offer a wide range of job opportunities. Whether you are looking for a permanent job, a temporary job or a part-time job, you will find jobs to suit your needs.

## Flexibility

Job portals allow you to filter job offers by various criteria such as industry, location, salary conditions and working hours. This will enable you to find a job that matches your preferences and lifestyle.

## Updated information

The job portals are regularly updated with new job offers, allowing you to keep up to date with the latest opportunities on the job market. You can set up alerts to be notified of new jobs matching your criteria.

## How to start?

To get started, visit the job portals and browse the available jobs. Then, you can respond to the job postings that interest you and send your CV to the employer.

## [How to prepare for an interview](https://www.jobs.cz/poradna/rady/rady-pro-uchazece/priprava-na-pohovor/)

During the interview, the recruiter tries to find out as much as possible about you - your experience, how you fit into the position, the team and the company itself. It would help if you did the same. Find out what interests you about the company and the position and decide if it's for you based on that.

As the saying goes, luck favours the prepared, which is 100% true for interviews.

Find the company's location and the ideal route (public transport, car, train). You should expect to be at the reception approximately 5-10 minutes before your appointment.

It is a good idea to look at the advert's wording and your CV during the preparation process. Think about where you see yourself connecting. Another point of preparation is to read the company website. If someone you know works at the company, interview them.

The clothes you wear may seem unimportant. Just remember that people give a first impression, and the recruiter/personnel manager is also human. Clothes should be clean and chosen with the company and position you are applying for in mind.

## During the interview

The nervousness rises with every minute that gets you closer to the interview. Don't worry, it's normal. Even with the nervousness, remember the basics of manners. Ideally, spit out your gum and turn off or at least silence your cell phone before entering the building.

From the first moment you enter the building, try to smile, speak loudly enough, and try to make an appropriate handshake (no fish or iron fist). Body language is also essential. Sit upright in your chair with your feet together, use proper gestures and look others in the eye.

During the interview, actively listen to the recruiter/personality manager, answer their questions (of course not discriminatory ones such as number of children, marital status, sexual orientation, religion, etc.) and ask the ones that interest you. Try to answer more often with developed sentences than "yes" and "no".

Avoid criticism and gossip when answering questions about former employment, boss, and colleagues. HR/personnel people, imagine how you might talk about them in a few years.

The question about financial expectations usually comes towards the end of the interview and should be asked first by the recruiter/personnel manager. You should prepare for this question and answer as precisely as possible.

## After the interview

When the door closes behind you in the room with the recruiter/personnel manager, think about how you were affected by the people you met, the environment, and the communication.

Recruiters/personalists are usually pleased when you e-mail them a day or two after the interview, thanking them for meeting you. But don't try to elicit information about how things "look" for you after the e-mail.

You will usually find the result within a week or two. If the interview was successful, you may be included in further rounds of interviews.

## What are you most likely to be asked?

* Why are you applying for a job with us?
* What do you expect from the job change?
* Why are you leaving your current job?
* What were your job duties and responsibilities in your last job?
* What was your typical working day like?
* What do you see as your most immense contribution to our company?
* Why should we choose you for this position?
* How does your education match the requirements of the position?
* What do you imagine the financial reward to be?
* When can you possibly start?

## What to ask you

During the interview, the recruiter may ask the candidate: do you have any questions? It is a good idea to have at least one or two questions ready:

* Is this a newly created position?
* If the position is being filled again, what is the reason for the vacancy?
* What are the critical criteria for success in this position?

Source: www.jobs.cz