

What is a good CV like?

Our first piece of important advice is: don't overcomplicate it. This is true for the design, text and details. This however does not mean that you have to rush it. Writing a good CV takes time.

Second piece of advice – make sure that there are no spelling mistakes

Third piece of advice – it should be well organised, well structured, easy to understand and well presented.

Now let's look at the details:

CV design

We have attached two CVs written in word both in Hungarian and in English. You can download and edit them. You can find a lot of CV sample on the internet as well. Choose a design that you think is nice, reflects your style and says something about your personality. It can be modern, cheerful, conservative or restrained. What really matters is the content and the data that will make it up. Attached you can find links to a few websites that might help: resume.io; zety.com, [20+ CV Templates: Create a Professional CV & Download in 5 Minutes](#)

- You shouldn't write the word 'CV' on your CV (the title of the CV is the name of the applicant), however it's a good idea to include the word 'CV' next to your name in the title of the file when you send it.
- It is a good idea to write your current position and profession under your name, whichever is relevant for the position you are applying for (this together with your name make up the title of your CV)

Photo

Should I insert one? Should I not? Is it important? If yes, what should it be like? These are the questions we often hear from candidates. We actually highly recommend the use of a photo in a CV. The reason for this is, when hundreds of applications are received, a professional photo that sends the message of trust certainly makes someone stand out from the pool of candidates, not to mention the fact that when you go for a face-to-face interview you are more likely to be remembered.

What shouldn't the photo be like? – It shouldn't be too old. As it can be rather disappointing if you are not recognised. It shouldn't be taken at a private event (on a ski trip, on an excursion in the mountains, and my favourite one is: having a beer with friends who are blurred out, sitting in your manager's chair, or showing you giving a presentation holding a microphone in your hand ... etc.)



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Our recommendation – Have different photos taken by a professional photographer. Wear a shirt/blouse with and without a jacket. You can use photos like these later as well. Directors often have to provide a photo when they give interviews to newspapers for example and you can use them then too. The photo shouldn't be over-edited, make sure the photographer understands this. Try the portrait image both with a narrow and a wider zoom. It depends on each individual, how they look their best. The photo should focus on the upper body. Look into the camera, make sure that there is eye contact. The photo should reflect openness and positive attitude. And yes, you can smile, but don't grin.

Personal details

name, date of birth, marital status, address, contact details, email address

What's important to point out here is that a lot of people don't like writing their date of birth, saying that in western countries it cannot be an expectation and it is discriminative. This is true. However in Hungary, this is not how it is perceived. Let's have a closer look at some details. Why don't people usually write their date of birth? Because, they don't want to reveal their age. Why would they do that? Some people say that because if they did, they wouldn't be invited for an interview because of their age. What we say: If you don't include your DOB and you are invited for an interview, would it change anything? Usually not. If the company has a candidate of a different age in mind, they still would not carry on with this candidate after the interview. And let's not forget either that by looking at dates about the candidate's education, employment history, it is very easy to figure out their age. You honestly save some time for yourself if you include your DOB.

Marital status – those who have young children like leaving this bit off in order to avoid being rejected for the likelihood of being away a lot in case the children get ill, or they have to attend school events. The same can be said about what we mentioned about age earlier. Sooner or later, we think sooner is better, it's a good idea to reveal it. Even for the candidate's own sake it is better to know if the employer is expecting constant availability, this is what we call flexible working hours these days ☺ and you won't be able to pick up your child from school at least 3 times a week. It might be a better idea for you to let this job go and try for something similar when the children are older. However if you really have a solution, you can include in your CV that a 7/24 help is available, because you can rely on a full-time grandmother.

Address - it doesn't need to be a permanent one, you can write your temporary address too. You need to include the address that is important from the point of view of employment. It can cause misunderstandings, and in the end you might not be invited for an interview because of it. In a CV written in English, Hungarian addresses should not be translated. The word 'utca' should stay as 'utca' and not to be translated as 'street'. This is how your address will be written in contracts and letters as this is the formal way of writing addresses.



Contact details – you need to write the phone number of a phone that you will answer, and not one for which you will only check voicemails once a week. It is important to write your phone number in an international format, like this: +3620....

The same is true for email addresses – write an email address you check frequently. We often experience that we send many emails to a candidate and only later does it turn out that they check this email account once a week. The email address should be serious, not for example like: littlemermaid@gmail.com or a shared family email addresses. Another question that tends to come up these days is about the types of contacts to include: LinkedIn, Instagram, Facebook ... etc. Don't overcomplicate it. Having an up-to-date phone number and an email address, that's all you need. Headhunters like us will always look at the others too 😊.

Education

There is no point in listing primary and secondary school, especially above the age of 40. We tend to recommend listing these only when someone for example went to a special bilingual school, or as a child (like children of diplomats) lived and went to school abroad. It is now often seen at international companies too, that employees spend a few years abroad and take their families with them.

Other experiences: IT knowledge: only list the fields where you really have knowledge and experience. Almost everybody writes MS Office knowledge on their CV, without even knowing how to make an Excel table.

Training- don't list everything you have done – e.g. one day training- include only 2-3 training, the ones you make good use of and ideally those that are also relevant for the application.

College, University, second degree – include only the ones you finished, and the ones you didn't complete only for the lack of having a language exam. If you find it important to mention for some reason that you attended a technical University for a short period of time then bring it up in the face-to-face interview instead.

Language knowledge – We love it when someone speaks 5 languages at a beginner's level. Write the language in first place that you can use in an interview. The others should also be spoken at a level that can soon be developed to a business level. Otherwise they don't have any value.

Work experience

Candidates above the age of 40 tend to leave out 5-10 years off their career, saying that it was such a long time ago. Don't do that. You don't have to detail this period but you need to be able to summarise it in a few sentences: e.g. at



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the beginning of my career I worked in a back office at two commercial companies for 2 years at each. Then I spent a year in America to learn English which then was followed by working at the logistics department of a production company for 3 years. This is when I started to like working in this field. After that you can give more details about the following period especially the last 5-10 years.

Write a few sentences in brackets about the companies you have worked at (e.g. the subsidiary of a German electronics company, 35 employees in Hungary, turnover of HUF 3 billion)

Why is it important? Because it makes a big difference at what size and type of a company (commercial, production, service) you worked at, for example in a financial director role.

Production companies hardly ever employ financial specialists who only have a background in the service industry, where there are no material costs, working in shifts ... etc.

Tasks, responsibilities – describe them in more detail, but don't just say general facts. Highlight successes, it's the achieved goals that count. It's not necessary for a manager to write that they are in charge of annual business plans, we automatically know that. You can say a lot more about yourself if you mention that your task was to bring the company out of deficit in 2 years, and you managed to do it in just a year. Listing 4-5 responsibilities is perfectly sufficient.

Number of subordinates, size of the team, who you report to directly - Of course a managing director is in charge of all the employees at the company, but they don't work with all of them on a daily basis. List 4-5 people whose work you are directly in charge of.

Hobbies, personal interests

We would like to highlight again, that you shouldn't write just general things. Surely everyone likes music, reading, movies, hiking, 90% of the candidates do some sports ☺. Be a bit more specific, show some sides of your personality. E.g. - music- I like jazz and funky, my favourite singer is X.Y., I even went to London to see them at a concert. Books, films – I like sci-fi or romantic books/films, hiking – the family spends time in the hills at least once a month. Sports - I run every week 15-20km and take part in runs for amateurs. I love dogs, I do charity work at two animal shelters at the weekends.

Charity work- if you do some, include it, it's a very positive point

The personal interest part should only be included if you do something that is related to the job (e.g. DIY, refurbishing cars if you are an engineer) or something that may seem useful for the position. Someone who has a stressful job and does yoga for example in their free time to relax. Or for example a sales representative doing combat sports might refer to their competitive side.



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Other relevant information

Another question that tends to come up is whether you should include a motivation letter in your CV, attach it to your CV, or not include it at all. What we suggest is that you should summarise briefly who you are, what positions and fields you are interested in via the email you attach your CV to. If you have the patience you can write a CV, a motivation letter and a cover letter for each application. However it is important to tailor all of them to every single application. This would be ideal but we appreciate that you might not have time for all that. If you don't have all that time then don't bother with a motivation letter. We very often find (from the wording) that candidates use the same CV and motivation letter for different applications but haven't modified their competences and experiences in such a way that they would correspond to the actual application. Sending a CV that is not updated or tailored is unprofessional.

- References - if you have them, you can include them, however they are not necessary in the first round
- Objectives, expectations – it is not requested to include them, but you can save time if you describe briefly what kind of job/employer you are looking for
- You don't need to write the date on your CV because we can't keep track of having to change them constantly
- You don't need to sign your CV either

Our final piece of advice

Don't send applications to dozens of places. Think carefully about where you really want to send it. Make fewer applications, but they should all make perfect sense. You will be the most successful where you have the most relevant experience. This way you can save a lot of time, energy and spare yourself from disappointments.

We hope that we could provide you with some useful tips.

The Greensearch team

wishes you all the best with your applications.