

## CV Check Process

Before setting up an appointment with us, we would like to draw your attention on the following items in order to be compliant with the Swiss standards of CV writing and be able to welcome all of you for a CV check.

1. Make sure the following items appear at the beginning of the CV:
  - Name and Surname
  - Professional picture
  - Nationality
  - Date of birth
  - Permit
  - Address (In Switzerland)
  - Phone number
  - Professional email address ( @graduateinsitute.ch)
2. Add a title a short summary or an objective in between the contact details and the Professional experience
3. Professional Experience (including volunteering) should appear right after your title. The information should be displayed with last experience first and follow this pattern: Title, Name of company, location, dates. You can then list your tasks using action verbs and short sentences.
4. In the Education Section, you should list the last two Schools you attended, at least do not provide the High school Education. Again, the last school you attend should be listed on top.
5. Your languages skills should be listed in a distinct section, using the Common European Framework of Reference for Languages (CEFR), find more information [here](#).
6. Your other skills should be all listed with some sort of a ranking: Proficient, Intermediate, beginner.
7. In order to facilitate the screening process by the recruiter, use Calibri or Arial font, use some spacing and don't be afraid to use two pages. Colors could be added to sections or title as long as it remains professional. Save in PDF format.

Once you have completed this check-list, make an appointment with the Professional Builders Team to review your CV at [pbt@graduateinstitute.ch](mailto:pbt@graduateinstitute.ch).

When you had your CV double checked by the Professional Builders and/or you have some questions about interview techniques or general information on the job market, feel free to set up a meeting with Pierre Ouvrard, Career Services Coordinator at [pierre.ouvrard@graduateinstitute.ch](mailto:pierre.ouvrard@graduateinstitute.ch).

We remain at your disposal should you have any question,

The Alumni Relations & Career Services and The Professional Builders Teams.