




The Ultimate CV Cheat Sheet

- Get Noticed & Get Hired
- Why Your CV Gets Rejected & How to Fix It
-  **Bonus Tips:**
 - 1/AI-Powered CV Prompt
 - 2/ unlocking the secrets of the hiring process and ATS
- **SCROLL TILL THE END TO GET THEM !**


Why This Guide?

- • Save time—no more hours of research!
- • Understand how recruiters scan CVs
- • Learn to optimize your CV step-by-step
-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

How Hiring Works Behind the Scenes

- • Recruiters spend 6 seconds scanning CVs
- • ATS filters out 75% of applications
- • Generic CVs often get ignored
-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

What Makes a CV Stand Out?


- • Clear, scannable format
- • Keywords matched to job description
- • Results-driven bullet points
-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

Step 1: Structure & Formatting


- ✓ Reverse-chronological format
- ✓ 1-2 pages max
- ✓ Clear section headings
- ✓ Professional font & layout

- 💡 Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!




Step 2: Writing a Powerful CV


- • Work Experience: Use STAR Method
- • Strong action verbs (not 'responsible for')
- • Show measurable impact
-  Pro Tip: List of action verbs : diapositive 15

Step 3: Skills & Keywords

- • Extract key skills from job descriptions
- • Prioritize hard skills & tools
- • Keep it ATS-friendly
-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

Step 4: What to Remove?


-  Personal details (age, marital status)
-  Generic buzzwords (hardworking, team player)
-  Overly long descriptions

-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

Final Checklist

- ✓ Is your CV scannable in 6 seconds?
- ✓ Are keywords optimized for ATS?
- ✓ Do your bullet points show impact?
- 💡 Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

Next Steps

- • Submit CV with confidence
- • Follow up via email & LinkedIn
- • Keep refining, keep applying!
-  Pro Tip: Customize your CV for each job application to increase your chances of passing ATS and impressing recruiters!

Bonus Tip:

1/AI-Powered CV Prompt (Generate a Highly Optimized Resume Instantly!)

- **For Job Seekers:**

I need a professional, ATS-optimized resume tailored for [Job Title] at [Company Name]. My key skills include [List Key Skills], and my experience spans [Years of Experience] in [Industry/Field]. Highlight my most relevant achievements, quantify my impact where possible, and structure it clearly with bullet points. Ensure it's formatted concisely, written persuasively, and fully aligned with best ATS practices. Include an engaging summary, key competencies, and a well-structured experience section emphasizing

- **For Students Applying for Internships(stages) or Masters:**

I need an ATS-optimized CV for an [Internship/Master's Program] in [Field of Study] at [Company/University]. My academic background includes [Degree, Institution, Graduation Year], and I have skills in [List Key Skills]. Highlight relevant coursework, projects, and any work experience, emphasizing transferable skills. Ensure the format is clear, concise, and aligned with ATS best practices. Suggest improvements for impact and clarity.

2/ unlocking the secrets of the hiring process and ATS

Ever wonder why some resumes get noticed while others seem to vanish into thin air? The answer lies in **Applicant Tracking Systems (ATS)**—the digital gatekeepers of modern hiring.

- **Here's the deal:** most companies receive hundreds, even thousands of applications for a single job. To manage this flood of resumes, recruiters rely on ATS software, which scans, ranks, and filters CVs before a human ever lays eyes on them. If your CV isn't optimized for ATS, it could be rejected before anyone reads it—even if you're the perfect fit for the job!
- Once you pass the ATS, there's another challenge: human recruiters. Studies show they spend just **6-7 seconds** scanning each resume. That means your CV needs to be clear, engaging, and tailored at first glance to keep them interested.
- **How Do Recruiters Scan a CV?**
- Recruiters follow a predictable pattern when reviewing CVs. They usually scan in this order:
- **Name & Contact Info:** Is it easy to find? Do you have a professional email?
- **Job Title & Summary:** Does your title match the role? Is your summary concise and compelling?
- **Recent Experience:** They check your last 2-3 roles to see if they align with the job.

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- Skills & Keywords: Are you using industry-relevant terms that match the job description?
 - Education & Certifications: Is your academic background relevant?
 - Overall Format & Readability: Is it structured, easy to skim, and free from clutter?
 - **Recruiters don't read CVs word-for-word on the first pass—they skim for key information. That's why clear formatting, bold section headers, and bullet points are essential.**

Action verbs :

- **Leadership & Management**

- Led/Managed/Directed/Supervised/Oversaw/Coordinated/Executed/Facilitated/Delegated/Spearheaded

- **Achievement & Results-Oriented**

- Achieved/Exceeded/Improved/Increased/Reduced/Optimized/Streamlined/Generated/Delivered/Maximized

- **Problem-Solving & Analytical**

- Analyzed/Resolved/Diagnosed/Identified/Developed/Innovated/Strategized/Evaluated/Optimized/Investigated

- **Communication & Collaboration**

- Presented/Negotiated/Advised/Collaborated/Trained/Mentored/Consulted/Facilitated/Influenced/Communicated

- **Technical & Operations**

- Engineered/Programmed/Designed/Automated/ Tested/Configured/Implemented/Debugged/Developed/Maintained

- **Creative & Marketing**

- Designed/Created/Conceptualized/Produced/Edited/Launched/Innovated/Styled/Enhanced/Composed

fonts to use on a CV

Best fonts to use on a CV (and pass an ATS)

- Arial
- Times New Roman
- Verdana
- Lato
- Georgia

Worst fonts to use on a CV

- Papyrus
- Comic Sans
- Bauhaus
- Apple Chancery

To ensure each line of your CV is error-free:

- Scan your CV with a spelling and grammar checker like Grammarly
- Use an editing app like Hemmingway to catch redundancies and flowery language
- Read your CV backwards, starting with the last sentence and working your way up to the header