

6 STEPS TO A GREAT RESUME



1.

Personal information

- Name and Surname
- Address
- Postal Code and City of Residence
- Email Address
- Mobile Number
- Link to LinkedIn Profile, Portfolio, Website, etc.

2.

Short statement

Briefly describe who you are, what you do, and what you aspire to achieve. If you wish, you can also add a quote that describes you.

3.

Work experience

- List your work experiences in reverse chronological order - starting with the most recent.
- Include the name of the employer, job title, dates of employment, and key responsibilities.

4.

Education

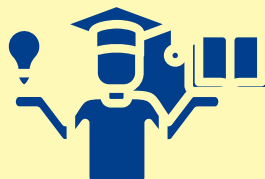
- List all significant institutions you attended, dates of attendance, and qualifications obtained.
- Provide education information in reverse chronological order.



5.

Skills

Highlight all key skills you possess (e.g., languages, computer skills, driver's license, ...).



6.

Additional Information

If you volunteer or hold certificates, awards, or have participated in projects, include all of these in your resume.

Tips:

1. Keep the resume clear and organized.
2. Use a standard font and font size.
3. Stick to one font throughout; bold important sections like headings.
4. Aim to limit the resume to one to two pages.
5. Review for grammar and spelling before submitting your resume.

Useful information:

1. Employers often review resumes quickly, so it's important that they are clear and visually appealing.
2. You can use the Europass format, existing templates in programs like Canva or MS Office, or design your own.
3. It's crucial that the information in the resume is up-to-date, especially contact details, education, and work experience.



Career Center

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