

Get **seen**, not skipped.

The job search kit for job seekers. A guide, eight templates and four trackers, from CV to offer.

HirePath-guide.pdf

12 chapters + appendix

T1 to T8 .docx

8 Word templates

Tracker1 to Tracker4 .xlsx

4 Excel trackers

INSIDE

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Tip: tap or click any line to jump to that chapter. The bookmarks panel in your PDF viewer does the same.

The CV

A CV has one job: to get you the interview. It is read fast, so it must be short, clear and relevant.

The rules

- **One page** if you have under about five years of experience. Two at most later.
- **Reverse order:** newest first.
- **Plain format:** one column, standard fonts such as Arial or Calibri, size 10 to 12, clear headings. Tables, text boxes, icons and photos can break software and human reading.
- **File:** PDF unless the employer asks for Word. Name it `Firstname-Lastname-CV.pdf`.
- **No photo, age, religion, marital status or ID numbers** unless a specific employer asks. Include phone, email, city and a professional link.
- **No lies.** Not on dates, grades, titles or skills. Employers check.

What goes in it

1. **Header:** name, phone, email, city, link.
2. **Profile (two lines):** who you are, your target, your strongest proof.
3. **Experience:** role, organisation, dates, three or four bullets each.
4. **Education and training.**
5. **Skills:** only ones you can show, grouped by type.
6. **Projects, volunteering, certifications.**
7. **Referees:** "Available on request" is fine.

Experience: bullets that show results

A duty says what you were asked to do. A result says what happened because of you. Use this pattern:
action verb + what you did + how much or how well.

Samples below are fictional, to show the pattern.