

# The Complete CV Writing Guide

Everything you need to write a professional, ATS-friendly CV — structure, wording, formatting, and the mistakes that silently kill applications.

## 1. The six sections, in the right order

- **Contact info:** full name, professional title, phone, email, city, LinkedIn URL.
- **Professional summary:** 2–4 sentences: who you are + your strongest proof + what you bring next. Include at least one number.
- **Work experience:** newest first. For each role: title, company, location, dates, and 2–5 achievement bullets.
- **Education:** degree, field, institution, year. GPA only if it's strong.
- **Skills:** 10–20, matched to the jobs you're targeting.
- **Languages:** with an honest proficiency level.

## 2. Write achievements, not duties

- ✗ "Responsible for customer support and answering inquiries."
- ✓ "Handled 60+ daily inquiries and raised CSAT from 3.8 to 4.6 within six months."
- ✗ "Participated in developing the company website."
- ✓ "Built the new checkout pages, lifting purchase completion by 18%."

The formula: strong action verb + what you did + a measurable result. No number available? Describe the qualitative outcome ("cut report turnaround from a week to a day").

## 3. Formatting rules ATS software can read

- Single column. No tables, text boxes, columns, or skill charts.
- Standard fonts at 10–12pt body, 14–18pt headings.
- Standard section names: "Work Experience", not "My Journey".
- Export a text-based PDF and name it FirstName-LastName-CV.pdf.
- One page under ~8 years of experience; two pages maximum above.

## 4. The five silent application killers

- An unprofessional email address — make one with just your name.
- A buzzword summary ("hardworking team player") with zero verifiable facts.
- One identical CV for every job — tailor the summary and skills per posting.
- Typos — read your CV aloud once before sending.
- Unexplained employment gaps — one honest line beats a suspicious blank.

## 5. Test your CV before recruiters do

Build or import your CV at [write.cv](https://write.cv): you get a **live ATS score out of 100** with a prioritized fix list, 7 professional templates in English and Arabic, and an AI assistant that rewrites weak bullets — all free, no signup, and your data never leaves your browser.