

## Global CV Tips

<b>Australia</b>	<ul style="list-style-type: none"> <li>• The Australian government uses point system as a consideration to obtain a work as well as a residence permit.</li> <li>• An applicant should try to highlight his/her strong points for the job.</li> <li>• Foreigners should depict how they in particular can add value to the work place</li> </ul>
<b>Brazil</b>	<ul style="list-style-type: none"> <li>• One of the most successful ways to find work in Brazil is through your personal network.</li> <li>• Make sure your CV and application letter are both written in Portuguese.</li> <li>• Furthermore, in Brazil it is common to have two different types of CVs.</li> <li>• Try to highlight your strong points for the job.</li> </ul>
<b>Canada</b>	<ul style="list-style-type: none"> <li>• Be conscious about the differences between an application letter in the English-speaking areas and French-speaking areas in Canada.</li> <li>• It is advisable to write a short profile of yourself, using concise and punchy sentences filled with action verbs and power words</li> </ul>
<b>China</b>	<ul style="list-style-type: none"> <li>• The key focus of your resume should be to persuade the employer to invite you for an interview. Therefore, your resume is a marketing tool, which should be adapted to the market in which you intend to use it.</li> <li>• Be modest in recommending yourself, the Chinese will appreciate this.</li> </ul>
<b>India</b>	<ul style="list-style-type: none"> <li>• Making “cold calls” to the organisations where you would like to work is not uncommon in India. You can call up the company and ask to if you can speak to the HR-manager or recruitment manager in-charge.</li> <li>• Please note that Indian CVs never include place of birth, race or religion.</li> </ul>
<b>Japan</b>	<ul style="list-style-type: none"> <li>• A CV is a marketing tool to persuade the employer to invite you for an interview.</li> <li>• A good application letter shows how effective you are as a communicator.</li> <li>• The best way to find a job in Japan is to be introduced by a mutual acquaintance.</li> <li>• It is customary to have just one or two job interviews in Japan.</li> </ul>
<b>Singapore</b>	<ul style="list-style-type: none"> <li>• In Singapore the term resume is used instead of CV.</li> <li>• You may be asked to state the name, education level and job of your parents in a Singaporean application form. This is quite common in Asia.</li> </ul>
<b>America</b>	<ul style="list-style-type: none"> <li>• Instead of a CV write a resume using ‘power words’ that show accomplishment and action.</li> <li>• Bear in mind that looking for a job in the US is much like selling a product. Accordingly you should present your qualifications, experience and achievements in a manner that is sharp, focussed, upscale and aggressive.</li> </ul>
<b>Russia</b>	<ul style="list-style-type: none"> <li>• The Russian CV should be handwritten and very detailed - don’t leave blank spaces.</li> <li>• The Russian application letter is usually handwritten, although typed letters are becoming more common.</li> </ul>
<b>UAE</b>	<ul style="list-style-type: none"> <li>• Make sure the job you accept is the job you really want. This is of course always important, but particularly in the United Arab Emirates, as there is an UAE law which aims to stop people from job-hopping.</li> <li>• This law enables employers to give you a (minimum) six months ban from working in the United Arab Emirates if you resign from a job.</li> </ul>
<b>Dutch</b>	<ul style="list-style-type: none"> <li>• A Dutch CV uses a direct factual style and should not be longer than two pages.</li> <li>• It should be written in reversal chronological order.</li> <li>• Dutch recruiting officers attach great importance to leisure activities and civic responsibilities. These should, therefore, be mentioned in your CV.</li> </ul>