## CV PREPARATION STRATEGY

- 1. <u>USE THE WEBSITE FLOW CV</u>
- 2. IT MUST BE ONE PAGER Avoid CV's of more than I page.
- 3. <u>LEFT HAND SIDE OF CV MUST CONTAIN ACADEMIC AND PROFESSIONAL</u>
  <u>QUALIFICATIONS AND EXPERIENCE ON THE RIGHT HAND SIDE</u>
- 4. PUT YOUR FORMAL PHOTOGRAPH ON THE TOP LEFT OF YOUR CV
- 5. <u>DO NOT FORGET TO MENTION THE CONTACT DETAILS, EMAIL ID AND ADDRESS</u>
- 6. BOLD THE ACTION WORDS IN EXPERIENCE SECTION OF YOUR CV
- 7. HIGHLIGHT EXEMPTIONS AND RANKS ATTAINED IN YOUR CV
- 8. REMEMBER THERE IS NO EXEMPTION CRITERIA IN FOUNDATION HENCE DO NOT MENTION
- 9. <u>IF YOU HAVE CLEARED YOUR EXAMS IN FIRST ATTEMPT THEN PLEASE DO</u>
  <u>MENTION AND HIGHLIGHT</u>
- 10. DO NOT PUT ANYTHING IN CV WHICH IS NOT TRUE

A sample CV is being provided by me for reference.

CV AISI BANAO KI 4 NAHI 40 COMPANIES MEIN SORTLIST HO JAAY