

Curriculum Vitae: Guidelines

When applying for a Bachelor's program at Tilburg University, we ask you to submit a Curriculum Vitae (CV or resumé) as part of the application.

Contents

A CV gives an overview of who you are and your experiences. It is a way to list your personal detail, educational background, work experience, courses you've taken, your skills, and other relevant activities or interests. When you are applying for a program at Tilburg University, it is especially important to highlight any international and intercultural experiences, if you've had any.

It is possible that you do not have any work experience yet. In that case, you can place focus on other experiences which have shaped you as a person. Examples can be an exchange program, language course, or other (leadership) activities you have done in or outside school. Only name those facts which are relevant, and make sure to put them in chronological order, listing the most recent experiences at the top.

Before you start writing, it can be wise to create a list of all relevant courses, projects, work experience, interests and skills.

Layout

Spend some time on the layout of your CV. You can play around with different fonts and orders in which to present the information, until you find a suitable format. Think about the purpose of the CV; a CV you submit to apply for a Bachelor's program does not need to be the same as your CV you submit for a part time job. A creative CV is not always the best option if the job at hand does not require this, or if it makes it more difficult to read. Similarly, it is not always advisable to add a picture, depending on the position you are applying for.

In your application for a Bachelor's program at Tilburg University, we prefer a CV with clear formatting and wording. Use editing tools (bold, underlined, etc) for emphasis. Make sure you are consistent in the use of fonts and font sizes. Do a thorough spell check, and preferably ask someone else to proofread the CV (and cover letter) as well. Adding a picture is optional.

Make sure the CV does not exceed two pages.

Format

Scroll down to find an example format. It is not mandatory to use this format but can be helpful if you have never created a CV before.

CV - template

Personal data

Name
Address
Phone
Email
LinkedIn
Date of Birth

Optional:
picture

Profile

A short description of your personality and ambitions

Education

Year – year Name institution, type
 Location
 Major or specialization
 Relevant courses, Subject Thesis
 Diploma or expected graduation date

Year – year Name institution, type
 Location
 Specialization, profile or relevant courses taken
 Diploma or expected graduation date

Extra courses

Year Name course
 Institute and / or teacher
 Short description

Professional Experience

Year – year Name position
 Company name, place
 Job description in one sentence
 - Tasks & responsibilities
 - Tasks & responsibilities

Year – year Name position
 Company name, place
 When listing additional jobs, only put a short description in one sentence

Additional Activities

Year – year	Name position or activity
	Relevant information such as organization, location
	Short description of activity
	- Tasks & responsibilities (if necessary)

Skills

Computer Skills:

Language Skills:

Other skills:

Interests and additional information

Interests and hobbies:

Additional information: