

THE ULTIMATE CV GUIDE FOR LATIN AMERICAN TALENT

I. Professional Layout and Formatting

- Use a **simple, clean, and modern format** (avoid overly designed templates) – this helps your resume pass **ATS** filters.
- **PDF** is the ideal format (avoid JPG or PNG).
- Keep your resume to a **maximum of 2 pages** (1 page if you have less than 5 years of experience).
- Use **headings and subheadings** to improve readability. **AVOID** columns. Use **bullet** points to highlight achievements – they're easier to scan and more impactful than dense text.

2. Key Personal Details (Top Section)

- Include a **short professional summary** (3–4 lines) at the top of your resume.
- **Full name** (as it appears on your official ID).
- Use a **professional email address** – avoid personal or informal accounts that aren't job-related.
- Updated **LinkedIn** profile (a must!).
- **Current location and your availability for relocation or remote work.**

If you're currently living in a country different from your nationality, make sure to clarify that. Also, mention if you're in the process for example: Aliyah or obtaining a work visa.

3. Work Experience – Your Resume's Highlight

- Use **reverse chronological order** (from most recent to oldest).
- Include: Company name and location, job title, and dates of employment.
- **Quantify your achievements:** use specific metrics (percentage improvements, revenue growth, operational efficiency, etc.).

Example: Example: Managed a client portfolio that contributed to a 15% increase in sales during Q1 2024 – a low season – by implementing retention strategies and optimizing the sales cycle.

Skills Section – Make It Count

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| 1 Divide your skills into Hard Skills (e.g., Python, Salesforce, Figma) and Soft Skills (e.g., leadership, adaptability). Make sure to include relevant keywords from the job description whenever possible. Don't list 20 skills – be strategic and focused. | 2 Focus on skills that are aligned with the role you're applying for. If needed, customize your resume for each position to better match the job requirements. | 3 Clearly state your language proficiency – and be honest. If you're currently studying a language, mention it. Language skills are usually assessed during interviews, so it's important that your stated level matches your actual ability. |
| 4 Include only relevant education: university degrees, certified courses, or bootcamps that add value to the role. | 5 AVOID spelling mistakes (use spell check tools or have someone review your resume). | 6 There's no need to include a photo, age, or marital status (this can lead to discrimination in the U.S. and Israel). |

Are you prepared to take the next step in your global career?

Your resume is your introduction to the world. Make the most of it by including freelance projects you've worked on, any experience with international companies, or your involvement in tech communities and volunteer work.

Focus on showcasing what you do best – with clarity, confidence, and professionalism.

Let this guide be your starting point. With focus and strategy, your next global opportunity is within reach. **Good luck – the world is waiting for your talent.**

MASTER YOUR INTERVIEW: TIPS & STRATEGIES

Virtual Meetings

- Make sure your space is well-lit and has a tidy background.
- Use a microphone and headphones to ensure good audio quality.
- Check your internet connection and necessary devices a few minutes in advance to avoid delays.
- Join the call a few minutes early to test everything. Being late could negatively impact your chances in the selection process.

Body Language and Attention

- Maintain eye contact with the camera to build trust with the interviewer.
- Avoid getting distracted or looking away, as this may give the impression of disinterest.
- Remember that in virtual interviews, it is harder to notice other details, so the interviewer will pay special attention to these aspects.

Communication and Professional Experience

- Use appropriate and clear vocabulary when communicating.
- Explain technical aspects of your professional experience and mention the projects you have participated in.
- Start with an overview of your career and then dive into key details.
- Summarize your experience using keywords that describe the industry and the tasks you performed.
- Explain the type of career change you are looking for and highlight methodologies or skills that set you apart.
- Show interest in the position by aligning your expectations with the company's offer.

Details that Make a difference

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| 1 | Provide clear and concise information. Avoid going blank or using filler words, as this can convey a lack of confidence or preparation. | 2 | Listen carefully to the questions and respond calmly. If necessary, ask for the question to be repeated so you can answer more clearly. | 3 | Do research about the company and the position before the interview. |
| 4 | Know the name of the person who will be interviewing you and their role in the company. | 5 | If you already have details about the company and the position, prepare relevant questions to show your interest. | 6 | End with why you're excited about this opportunity and how it connects with your goals. |

Feedback Helps You Get Better Every Time

At the end of the interview, ask for feedback on your performance and profile. This will help you identify areas for improvement for future interviews. Consider doing a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) to optimize your pitch and performance in upcoming opportunities.

BEST OF LUCK!