

Personal details

- Name as written on your passport, then the exact title from the job ad.

Professional summary

- Two to three lines: years of experience + specialty + one quantified result.

Work experience

- 3 to 5 bullets starting with an action verb and ending with a number.

Education

- Degree and field, then the university and graduation year.

Skills

- The exact tools named in the job ad, not generic phrases.