

SHORT 1 · YOUR CV

Your CV gets you the interview

Make it strong and simple

A Strong CV Has



Contact info
Name, email, phone, city



Short summary
2–3 lines about you



Skills
Tools and languages you know



Projects & experience
What you built or did



Education
Degrees, courses, certificates

Keep It Clean



1–2 pages, clear headings, no spelling mistakes. Always send it as a PDF.



REMEMBER

Short, clear, and true

NEXT SHORT

Build your online profile

Follow @MyWebUniversity

MyWebUniversity.com



SHORT 2 · YOUR ONLINE PROFILE

Recruiters search for you online

Be easy to find

A Strong LinkedIn Profile



Professional photo

Clear face, simple background



Headline

Your skills — e.g., IT Support | Python



About section

Your story in a few lines



Projects link

GitHub or portfolio website



Connections

Connect with people in your field



REMEMBER

Your profile works for you 24/7

NEXT SHORT

How to apply the right way

Follow @MyWebUniversity

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SHORT 3 · HOW TO APPLY

Apply smarter, not just more

A simple process

How to Apply



Find the job

Job boards and company sites



Read requirements

Note the key skills they ask for



Tailor your CV

Match your CV to the job



Apply and track

Keep a list of every application

Tips



Follow instructions

Send exactly what they ask for



Short cover letter

Why you, why this job



Follow up

A polite email after about a week



REMEMBER

Tailored applications get replies

NEXT SHORT

How to get the interview call

Follow @MyWebUniversity

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SHORT 4 · GET THE INTERVIEW

How to get the call

Stand out from the crowd

Get Noticed



Referrals

Ask people you know



Message recruiters

Short, polite, and specific



Use keywords

Use words from the job post



Show your work

Link your projects

Watch Out for Scams



Real employers never ask you to pay for a job. Never send money or your passwords.





REMEMBER

Be visible, be honest, be ready

NEXT TOPIC

Topic 12: Pass the interview

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