

KitForma.

PRACTICAL FIELD GUIDE

A CV You Can Explain

Turn real experience into a targeted, checked application document

01

02

03

SAMPLE EDITION

ENGLISH / 1.0 / 2026

How to use this guide

Early-career applicants and career changers who have experience to describe but need a reliable writing process.

An original KitForma workbook with an evidence ledger, truthful bullet workshop, two fictional vacancy comparisons, a complete capstone and answer key. The result is a defensible CV draft and an export checklist, not a recruitment prediction.

- Build an inventory linking each claim to a real event or record.
- Write accurate experience bullets that distinguish personal contribution from team results.
- Select relevant evidence for a specific vacancy without inventing qualifications.
- Check dates, links, reading order and the exported application file.

Scope and limitations

- All people, organizations, vacancies and measurements in examples are fictional.
- No ATS score, interview promise, hiring guarantee or fabricated qualification is supplied.
- Employer instructions and applicable application requirements take precedence over the workbook layout.
- The CSV and text examples are practice materials; check your exported CV in the format and reader required by the employer.

Published by KitForma. Edition 1.0. Sources checked 1 October 2026. People and businesses in worked examples are fictional. This is an independent publication, not endorsed by the platforms mentioned.

Copyright 2026 KitForma. Usage, support and refund terms are included in LICENSE.txt in the purchased package.

Contents

How to use this guide	2
Contents	3
Define the reader and the job of the document	4
Sources and tools	6

01

Define the reader and the job of the document

A useful CV helps a reader answer a limited question: does this person's demonstrated experience justify a closer conversation about this role? It cannot explain an entire life, prove every skill or settle a hiring decision. Begin with that narrower job. Create a working copy named for the role and a separate private evidence ledger. The working copy contains selected information for an employer. The ledger contains your reasoning, uncertainties and supporting records. Keeping these apart lets you remove a weak sentence from an application without losing the experience that may later support a better one.

Write a one-sentence purpose before choosing a template. For our fictional applicant, Deniz Kaya, the purpose is to show that an operations assistant can maintain clear records, coordinate routine requests and prepare accurate handovers. Deniz is not claiming to manage a department. The fictional vacancy asks for spreadsheet checking, written updates and dependable follow-through. That gives the document a practical direction. A vacancy for visual design would require a different selection from the same history; changing the selection does not require changing the facts. Europass likewise advises matching relevant examples to a vacancy rather than presenting every detail of a history. ^[S1]

Make a boundary list with three columns: known, uncertain and excluded. Known facts might include a project date and your own assigned task. Uncertain facts might include a remembered turnaround improvement without a saved baseline. Excluded material might include a customer's name, an internal screenshot or a colleague's personal details. The list is not part of the submitted CV. It is a drafting control. When an attractive

sentence depends on something uncertain, pause the sentence rather than quietly converting a memory into a measurement. A smaller true claim is more useful than a large claim you cannot explain.

Set a short completion test for this workbook: every substantive bullet has an evidence ID; dates agree across sections; the target requirements are visible without excessive repetition; the final file opens and reads in the intended order. Do not make the completion test an imagined interview rate. Your control is over the quality of the document, not the employer's choice. Work in sessions with a defined output: one evidence inventory, one targeting matrix, one revision pass. If you get stuck designing the first page, return to the ledger and select the three strongest relevant examples before adjusting appearance.

Write your document brief

Using only the fictional operations vacancy, write one sentence describing the reader's decision, three relevant abilities and one claim Deniz must not make. Compare your answer with Chapter 10.

Sources and tools

[S1] Europass - Create your Europass CV

<https://europass.europa.eu/en/create-europass-cv>

Checked: 2026-10-01

[S2] Microsoft Support - Make your Word documents accessible to people with disabilities

<https://support.microsoft.com/en-us/accessibility/word/make-your-word-documents-accessible-to-people-with-disabilities>

Checked: 2026-10-01

CV & resume builder

Optional: arrange your checked fictional text and inspect a PDF export. It does not certify content truth or ATS compatibility.

<https://kitforma.com/en/cv-builder/>

Inside the complete guide

Build an evidence inventory before writing bullets

Turn evidence into a truthful sentence

Use numbers with a denominator and a boundary

Target a vacancy without borrowing an identity

Create a coherent structure and chronology

Edit for clarity, privacy and useful detail

Export and inspect the actual application file

Capstone: assemble Deniz's operations application

Answer key and a maintenance routine