Requisitos Anequim
para crear un currículum exitoso!

Si estás interesado en unirte al equipo de Anequim, queremos ayudarte a presentar tu mejor versión. Por eso, te compartimos esta guía con todo lo que debe incluir tu currículum para que podamos considerarte como candidato y obtener mejores oportunidades a la hora de unirte a nuestro equipo.

✅ Requisitos Generales:

- Debe estar traducido al inglés.
- Extensión máxima: 2 páginas.
- Formato del archivo: PDF.

📌 Secciones que debe incluir tu currículum:

1. 😄 Perfil Personal

Incluye:

- Tu nombre completo.
- Un breve párrafo donde resumas tus habilidades, experiencia, objetivos profesionales y
- lo que buscas en tu próximo empleo.

Ejemplo:


anequim℠

Alejandro González
Administrative Assistant

Professional Description

Orderly and committed administrative assistant offering over seven years of solid skills in customer relations and resilience to handle challenges of fast-paced professional and banking environments. Bringing detail-oriented and decisive nature with sound judgment, good multitasking abilities and a self-motivated personality. Comfortable working alone or with teams to accomplish on-time and accurate clerical tasks.

Tips:

*No incluyas ninguna otra información personal como dirección, CURP, RFC, estado civil, etc.
*No incluyas fotografía en tu currículum: *Para mantener un formato más profesional y fomentar un proceso de selección justo e inclusivo, te recomendamos no agregar una foto a tu CV. De esta forma, el enfoque se mantiene en tu experiencia, habilidades y logros, que es lo más importante.*

2. 💼 Historial Laboral

Presenta tu experiencia profesional en orden cronológico, comenzando por el empleo más reciente. Para cada puesto, incluye:

- Nombre del cargo.
- Nombre de la empresa.
- Fecha de inicio y término (mes y año).
- Un breve resumen de tus responsabilidades y logros.

Ejemplo:

WORK EXPERIENCE

Frost Bank (06/18 - CURRENT)

Administrative Assistant

- Direct customer communication to appropriate department personnel and offered information to resolve inquiries, boosting customer satisfaction.
- Attend on and offsite meetings and take notes to better assist a team of seven employees.
- Answer 45-50 calls daily to check up on clients and clear doubts they may have.

Radiant Plumbing and Air Conditioning (12/16 - 05/18)

Accountant Receptionist

- Typed from 75-80 words a minute for correspondence and documents.
- Assisted production and distributed professional business correspondence and internal team communications.
- Composed, proofread and distributed professional business correspondence and internal team communications.

Goodmanson Construction (10/15 - 10/16)

Receptionist

- Greeted and announced clients, vendors, and visitors, and provided administrative support as needed.
- Enter updates into company system to notify all employees.
- Answered and directed incoming calls using multi-line telephone system.

3. 🎓 Formación Académica

- Enumera tus títulos académicos y certificaciones.
- Si cuentas con estudios universitarios o superiores, puedes omitir tu educación media superior (preparatoria o bachillerato).

Ejemplo:

Bachelor's Degree in Business Administration

Universidad Nacional Autónoma de México (UNAM) (08/15 - 12/19)

4. 💎 Habilidades

Incluye todas las habilidades que te convierten en un candidato ideal para el puesto que estás solicitando. Sé claro y específico. Ejemplo:

SKILLS

- Efficient
- Calm under pressure
- Strong leadership qualities
- Responsible
- Tech-Savvy

⚠️ **Importante:**

Los currículums que no cumplan con todos estos requisitos no serán considerados.

Ejemplo completo de currículum:

anequim℠

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