

THE CV TO YOUR SUCCESS

If you're looking for a new job or planning your next career move, an upbeat, positive CV is the first step.

Selecting the right CV to highlight your skills and experience is your best marketing tool. Find a CV template that is the most effective for you, and use every line to sell yourself and what benefits you can offer an organisation with your skills, education, experience.

Getting started

Essentials include contact details, personal profile, key skills and experience (bullet points) and employment history in chronological order (current job first). Make it fresh and interesting, but take care with graphics and columns as they can cause downloading and printing issues. If you are overseas or out-of-town, include your Skype address as an alternative first point of contact.

Create multiple versions of your CV so that you can tailor it for the role and industry you are targeting. Tip – have a master copy that includes all jobs, duties, achievements, education, qualifications, key competencies and transferable skills, backed up with examples.

Focus on the facts

It's critical that you are completely honest about all details in your CV – if an employer finds out that you have exaggerated, your credibility and reputation is at stake. Your employment dates should be accurate to the month and year, and any significant gaps accounted for.



Keywords

Many companies use applicant tracking software to search for keywords in your CV. Find out as much as possible about the job and mention these keywords throughout your CV.

Use active and positive words to demonstrate key traits – flexible, resilient, self-starter, proactive, versatile and resourceful, and ensure your CV illustrates this.

Social media

Be prepared for employers to check out your digital presence. Are you 100% confident that the content you have published online (comments, pictures, videos) will create a professional image? You may need to review your privacy settings. If you are a member of LinkedIn or a social media platform that is relevant to the role you are applying, include it on your CV.

If you would like professional assistance from us, please refer to our Career Services.

Our career services
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