

WRITING A CV

Writing your CV is often a daunting task that many of us put off doing and when we tackle it, it is done in a hurry. Keep your CV simple and to the point. CV's need to be written in the 'third person' i.e. never use the word 'I'. Your CV should be neat and clear enough for a recruiter to scan and understand it quickly.



Below are pointers to follow when putting together a CV.

Personal details:

Make sure you remember to include your name, contact address, contact telephone numbers and email address. Make sure these are clearly marked at the top of your CV.

Profile:

Include a personal statement as it is a good opportunity to tell an employer about your suitability for the job. Keep it short and be sure to demonstrate your ability, skills and knowledge for the role.

Work Experience:

This section includes your work experience that you have in the field you are applying for. When listing these work experiences include your job title, the company's name and the dates employed. Include your roles and responsibilities as well as your achievements in each particular role. Remember to list your most recent role first.

Education:

List formal qualifications and any training and development undertaken, either independently or during previous periods of employment, remember to include the dates and the institution studied at when applicable.

Languages:

Include any additional languages you speak besides English and how fluent you are in them.

Professional Memberships

If you are a member of a professional society list these.

IT skills

It is always a good idea to advise how IT literate you are and list the programs / software you are competent in using.

Hobbies and Interests:

This is not essential but hobbies and interests offer a window to your personality. All good CV's have one thing in common, they make the Employer want to meet the applicant in person. How do they do that? For one thing, good CV's often include a hobby section that sends a strong message to a potential employer, confirming that the applicant is the right type of person for the job.

Many applicants don't pay enough attention to the hobby section, and that apathy can work against you. Like other CV sections, your hobbies must support the all-important goal of getting the interview.

Further Information:

Any extra information, such as reasons for a career change or reasons for gaps in career history should be added as required.

HOW TO PRESENT YOUR CV

- Remember, your CV is a reflection of yourself, so it's important that it's well laid out and looks professional.
- Keep it short enough to read quickly.
- Using bullet points on your CV can help you to write shorter, more concise and focused sentences that will grab the reader's attention. A concise CV is one that gets straight to the point, you don't want the person reading your CV to lose interest.
- Choose a clear, professional font to ensure that your CV can be easily read.
- Be clearly laid out in a logical order, with sufficient spacing and clear section headings (work experience, education, hobbies & interests etc.)
- Avoid typing mistakes at all costs. A simple spell check is not enough: ask someone else to proof read your finished CV.
- Order your experience and education into reverse chronological order to highlight your most recent experience and achievements first.
- Once you're happy with how your CV looks, make sure you're happy with the content, highlighting that you're the right match for the job by outlining:
 - Specific skills you have to offer the employer
 - Experience you have in the specific field
 - Appropriate personal qualities for the role
 - An understanding of the job requirements



Remember your CV is the gateway to an interview so it is worth spending time and effort on.

