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PREPARING A SUCCESSFUL CV

1 Introduction

Your CV is your sales document. Make sure that it mirrors the job specifications that you are applying for and ticks all of the requirements for the role.



A cover letter introducing yourself and your skills set should accompany your CV to make a good impression.

2 Keep it concise

- Eliminate unnecessary details.
- Your CV should be no longer than two pages, except if you have a lot of relevant work experience.
- Even a two page CV is of no advantage if it's full of information that isn't reasonably applicable to the position you're applying for. Use the space only if you need it to fully disclose your accomplishments.



3 Include the basic information

When a recruiter makes the call to say you have been accepted, your CV is the only document he or she will hold in their hands. Make sure that it has all your personal information such as:

- Name and surname
- Physical address or location
- Telephone/cell number
- Email address
- Date of birth
- Nationality, including visa and work permit status, if applicable
- Languages (level for both written and verbal)
- Driver's licence and own car (state if you have one)
- Availability

4 State long-term objectives

- What are your long-term career objectives?
- Do you have any preferences for the type of work that you want to undertake? (Don't be too restrictive. It is better to be general about your career aspirations at this stage, e.g. business related, IT, etc.)



5 Don't include short-term objectives

Your short-term objectives should be clearly articulated in your cover letter. If you do include objectives, be specific. Vague statements, such as: "Looking to utilise my marketing skills" or "seeking a rewarding position" add nothing to a CV and may make you appear insincere.

6 Include your employment history

All your employment is important whether it is part-time, temporary, voluntary, vacation work or Saturday only.

It should be presented in reverse chronological order, most recent first. Give dates, name of employer, job titles, responsibilities, contact details, etc.



7 Include your education history

List your most recent qualifications first, including:

- Dates, institution, name of degree/course, qualification, etc.
- Degree classification. It is not necessary to list all the modules that you studied
- Technical qualifications
- Achievements/positions of responsibility

8 Include hobbies and interests



9 Be positive!

Use "power words" such as "developed", "managed", and "designed" to emphasise your accomplishments. Don't be afraid to tell people what you've done.

10 Produce a well-organised professional document

You'll generate a better response from your CV if it is well organised and packed with relevant information to match and support your professional, academic or career objectives.



11 Be honest

There is a huge difference between making the most of your experience and exaggerating or falsifying it. A falsified CV can easily be spotted by a recruiter or employer (if not immediately then certainly through the interview process), and if it doesn't prevent you from getting the job, it will cost you the job later on.

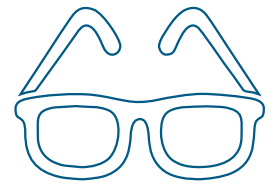
12 Use good document layout

- Make sure that your CV is easy on the eye. Use normal margins (one inch at the top and bottom, one and a quarter inch on the sides) and don't cram your information onto the page.
- Allow for some "white space" between the different sections.
- Avoid unusual or exotic font styles; use simple fonts with a professional look.
- Do not use more than two fonts throughout the entire document.

13 Put your best content in the beginning

One big mistake that job seekers often make is to list very important data in the lower sections of their job descriptions. As you compile statements for your CV, prioritise them by importance, impressiveness and relevance to the job you want.

14 Re-read



Read through your CV. Ask someone else to read through your CV carefully once you are finished. When you have been working on your CV for hours, it can be difficult to spot the errors.

YOUR CV SHOULD REFLECT THE FOLLOWING:



Professionalism



Integrity



Job responsibilities prioritised by importance, relevance and impressiveness



Power words, i.e. developed, managed and designed



A proof-read and well-organised document