

CV TIPS TO SET YOURSELF APART

1

BEGIN WITH THE END IN MIND

Before you start to write your CV, have a clear job target in mind.

2

EXCELLENCE VS AVERAGE

Write your CV in a way that highlights the unique selling points (USPs) that make you stand out from others.

3

TAILOR CONTENT

Sending out generic CVs is unlikely to yield a positive outcome, customise every application.

4

CREATE A STRONG PERSONAL STATEMENT / CAREER SUMMARY

This should be added directly beneath your contact details and sets the tone for the rest of the CV.

5

KEYWORDS

Enhance your searchability factor by incorporating keywords from the job post into your CV.

6

BE CLEAR AND CONCISE

Get to the point with impactful statements. Typical CVs are two pages; three pages at most.

7

PLACE YOURSELF IN THE SHOES OF A HIRING MANAGER

Be succinct. Front load statements and bullet points. Don't make the reader hunt for information.

8

FOCUS ON YOUR ACHIEVEMENTS

Your CV is a marketing tool. Use it to demonstrate your value to your target audience.

9

ENSURE YOUR CV IS ERROR FREE!

Proof your CV to eliminate any spelling, grammar and formatting errors.

10

BE INTERVIEW READY!

Once your CV is ready, focus on ensuring you are well researched and prepared for interview, including virtual screenings!