

HOW TO WRITE A CV

CV'S - HOW TO MAKE YOUR CV MORE APPEALING, WHAT TO INCLUDE AND WHAT NOT TO INCLUDE

With employers receiving hundreds of CV's you must make sure that your CV hooks their attention at a glance. A successful way to do this is to use job titles and skill headings that relate and match the position that you are looking for.

Writing curriculum vitae can seem an overwhelming task but this can be made easier by organising your background. To begin, put each of the headings listed below (and any others that are relevant) down on a piece of paper and then complete the necessary information for these headings. These headings can then be used as the body for your CV and should appear in the order below.

1: USE A DESIGN THAT WILL GRAB YOUR PROSPECTIVE EMPLOYER'S ATTENTION.

Employers make snap judgments when glancing through CV's. If they happen to see unrelated titles or skills the likelihood is very high that they will make an immediate assumption that you are not qualified for the position they are looking to fill. Adding to this problem is the large quantity of CV's employers has to read which in turn means that they don't have the time to read through you CV in much detail.

2: SELL YOUR SKILLS.

The majority of CV's provide a list of duties that each candidate has been responsible for without really explaining the benefits of those skills to the employer. For example a Visual Basic programmer states that they have good experience of PC support. This statement lacks an explanation of how this will be of any benefit. By explaining that by being able to solve PC or Network related problems associated with your PC you will be able to reduce down time of your machine and therefore be a more active member of a development team.

3: MODIFY YOUR COVER LETTER AND CV.

You will generate many more interviews by modifying your CV to suit the specific position that you are applying for. For example a Systems Administrator with good Team Leader experience originally was looking to find a Team Leading position and wrote their CV with headings focusing on their man-management skills but may find a pure Systems Administration position that appeals to them. By altering the heading to focus the employer on their Systems Administration experience the candidate will not be overlooked for being too senior.

CV's

DO:

If you are emailing the CV make sure:

- It is in MS word format (ie .doc or .rtf)
- remove all passwords
- remove all graphics (i.e. company logos or photographs)
- Keep the length of your CV to a minimum - two pages is ideal regardless of your background
- include work references - they can be a valuable marketing tool when comparing your CV with one which is similar
- List responsibilities then any achievements for each role you've had. Resist the temptation to summarise your responsibilities
- List work experience in reverse chronological order with specific dates
- highlight any special projects or unusual work you might have done
- use white paper with a clear conventional font

DO NOT:

- Lie! Whether it's your 3G knowledge or software experience it will become apparent sooner or later that you're not the person you say you are and the consequences are just not worth it
- Use folders, binders or any other document holders agencies will only ever want your CV on paper, so anything else will be a waste of your time
- State your opinions, only state FACTS
- Try and be funny - the majority of our clients are director's not comedians
- use multicoloured paper or photographs, no matter how beautiful you are
- use wireless, software or industry jargon - always assume that the reader of your CV knows nothing about your specialisations

