

CV Writing Tips

Hot Tips

- Keep your CV concise and easy to read, most recruiters only spend a few seconds on each CV
- One or two pages is plenty, especially for applicants with less experience
- Tailor your CV for each application to highlight the most relevant skills and experience for the position
- Avoid using company-specific acronyms or jargon
- Hyperlink to your LinkedIn profile, if you have included it
- Optional: add reasons for leaving for your most recent roles

While job hunting, you'll find that you are asked to include a CV for just about every job application. Here's how to create a compelling CV that stands out from the rest.

To begin your CV, here are six sections to consider including, but what specifically you include will depend on the stage of your career, and the role you are applying for:

1 Contact Information

- Your name
- Phone number
- Email address (use a professional format)
- LinkedIn profile link (if you have one)

2 Personal Statement

Write a concise, impactful statement that highlights your career goals and key strengths.

3 Key Skills, Systems & Strengths

List 4-6 relevant skills, systems and/or strengths that align with the job requirements. Use bullet points for clarity.

4 Employment History

Present your work experience starting with your most recent role first, including job title, company name, and dates of employment (MM/YY format).

Use the 1-2-3 rule to describe your achievements:

Step 1: What did you do?

Step 2: How was it measured?

Step 3: How did you do it?

Example: Provided excellent customer service by responding to clients via phone and email.

5 Education

List your latest educational achievements and experience starting with the most recent first. Include relevant certifications and awards.

Interests (optional)

Include a brief section on personal interests, hobbies, volunteering, or extracurricular activities. This section is optional but is a great opportunity to showcase your personality.

Myth vs Reality

Include referee contact details

Include personal details such as your date of birth or home address

Include a photo of yourself

"References available upon request"

You don't need to include any personal details, such as your age, religion, etc.

If you do want to include a photo, make sure it's professional

CV Checklist

- | | |
|---|--|
| ☐ Double check contact details are correct | ☐ Tailor CV to each job application |
| ☐ Complete a spelling and grammar check, and do it twice | ☐ Save the document (Word or PDF) with a sensible name and date |