

# The ultimate SMASH-THE-COMPETITION CV

On average, employers can receive more than 100 applications for the one position, so yours needs to stand out from the crowd. Many companies use recruitment software to scan CVs for keywords, to whittle down the number of candidates. Your CV not only needs to make it past this hurdle, but also impress within seconds.

In a short amount of time, your CV needs to tell the employer who you are, what you can do for the company and why you're better than all the other applicants.

Other than your cover letter, your CV is the document that's going to secure your interview. Here's some tips on how to get your CV looking and reading smart.



### The ideal CV is easy to read

The employer may have hundreds to read, so you need to make it easy for them to understand why you're the best fit for them. Don't use overly long sentences.



### Be aware of use of colour

Black lettering on white paper is ideal. Be aware of using bright colours or multiple colours, as sometimes this affects readability.



### Photos or pictures

Consider whether this is ideal for you and would it be benefit you in gaining the job. You don't always need to provide one. Let an employer consider you for the merits on your CV before they make a call on your appearance.



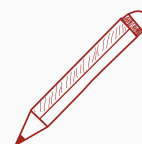
### Keep it short

Everyone is time poor these days, so keep your CV to one or two pages, or three if you have a long employment history.



### Be positive and enthusiastic

Get them excited about you and the energy you bring and bring that same attitude to the interview.



### Don't include written references or certificates

Unless they ask. You have the referees in your CV, so you can add a note about written references being supplied upon request. Otherwise put them in a portfolio and take them with you to your interview.



### Check your spelling and grammar

Get someone else to check it too. Don't over-explain or use informal abbreviations; keep it professional and business-like.



### Be honest

It's fine to talk yourself up but be careful how you do it. Employers know their industry and what is realistic, so exaggerating can be detrimental. Never lie about your abilities and don't get carried away with creative licence in your writing - you don't want to get called out about anything in your interview.



### Explain career gaps

Include a summary as to why you had a break from employment or an industry. It may be because you were raising a family, doing your OE, or maybe another reason. Don't give the employer room to make an assumption.

# What does the **PERFECT CV** contain?

## **Name and contact details**

It doesn't have to be your address if you choose not to, but your name, phone and email contact is important. Make sure your email address is appropriate; babycakes@hotmail.com is possibly not the best way to impress an employer.

## **Personal statement/profile**

This is your sales pitch. Give them a reason to read further.

## **Key skills**

What transferable skills do you have that will connect with what they are looking for?

## **Work history/experience**

List these from most current. Tell them your key competencies in your previous employment. If you have an extensive employment history, list your most recent roles and any others which would be relevant to the role you're applying for.

## **Education, qualifications and achievements**

Show your prospective employer that you have the right training and credentials for the role.

Other headings you could add:

### **Interests/hobbies**

Let the employer know spins your wheels outside of the office so they can consider your fit with their team's culture.

### **Community involvement/volunteer work**

This is great to mention if it's something you're involved with. It shows heart, that you're community orientated and motivated to go the extra mile.

There are many free CV templates online. Have a look and find one that matches you and your personality.

Always read the job advertisement thoroughly and tailor your CV to suit. Also, read the instructions of what to do.

If it says to email a cover letter to a specific person, make sure you do that; it shows you follow instructions and take direction.

Good luck!