

CV Workshop

What is a successful CV?

A successful CV is a communication tool that passes the screening process and results in an invitation to interview.

CV Screening

Why applications are screened

- Efficiency on time and resources
- A successful CV will put you in the 10% of applicants that get chosen to be a candidate

2 methods of screening a CV

- Application Tracking Systems (ATS)
- Manual Screening

What are recruiters/employers looking for?

1. Do you have the 'must have' requirements for the role?
2. Do you have any good-to-have qualifications or skills?
3. Will you fit into the team?

Tips to pass the six-second test.

- Use a format that makes your CV easy to skim read
- Position relevant skills on the first third of your CV
- Use keywords to state your skills
- Use every section to highlight your suitability for the role

Key sections of your CV – General Advice

Contact Information

- Exclude details about your marital status, age, or nationality
- Up to date contact information
- Your email address should be professional and appropriate

Personal Statement

- Keep your personal statement short, relevant and concise
- Keep it to a minimum of five lines
- Demonstrate your value to the employer
- Tailor your personal statement for each application

Key Skills

- Determine the specific skills that are required for the job
- Focus on three or four required skills
- Keep the text short, concise and relevant
- Introduce the skill and back it up with evidence

Work History

- Aim for 4-5 responsibilities
- Match responsibilities with job description you're applying for
- May list them as selected accomplishments as opposed to duties
- Keep it clear, concise and easy to read

Education & Training

- Most recent/current first
- Include relevant projects
- Include placement work
- List non-accredited training

Avoid

- Typing 'Curriculum Vitae' across the top of the page
- Spelling and grammar errors
- Outdated contact information
- Vague description of skills
- Unnecessary information

Follow up:

- Complete the work history section first
- Complete the training and education section
- Create an interests and achievements section
- From the above, list the skills you acquired
- The personal profile is a clear concise snapshot of all the above
- Decide which CV design works best for your career story