

How to Create a Winning CV

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Creating a CV is the most important first step for a job seeker. Most employers will conduct a “paper screening” to select a group of candidates for interviews. This means that the CV must present the best image possible of the candidate. A poor CV can ruin job opportunities so the wise candidate spends many hours writing, re-writing, and polishing their CV. The most successful candidates are those who will customize their CV for each job application. This ebook gives job seekers an overview and some CV templates to work with from that will set them on a solid path to creating a successful and professional CV.

Your CV is a representation of your history on paper. Your work and educational achievements are listed and you will describe the talents, skills, and experiences you have had.

Employers use the CV to begin the employment process, it is a first level of screening, and an important one because if you do not pass level one, you do not get the job!

A CV must catch the attention of the employer in a positive way. Your CV must impress and it must have immediate relevance to the job in question. Most of the time, a CV is going to be scanned, or read quickly, and the employer is going to be looking for specific words, experiences, educational credentials, etc. in order to screen your CV in, or out.

This brief guide is intended to give you an overview of what your CV should contain and some templates and examples of CV's that you may want to consider as a model for writing your own.

The key thing to remember is that your CV will never be finished until you are finished working in your lifetime. Each new job, each new experience, each change in personal information, requires a change to the CV.

Your CV is also never really finished in terms of writing either. Your writing can always be polished. It can always be better customised for the next job for which you submit your application.

Remember to be truthful in all respects, and always, always write your CV to gain the attention of an overworked employer who needs to quickly look through 100 CV's to find five people to interview!

What is a CV?

Dictionary.com defines a **Curriculum Vitae (CV)** as:

cur· ric· u· lum vi· tae

[kuh-rik-yuh-luhm vee-tahy]

1. Also called [vita](#), vitae. a brief biographical résumé of one's career and training, as prepared by a person applying for a [job](#).
2. (*italics*) Latin . the course of one's life or career.

Basic Parts of a CV

The order of your CV is important to consider in terms of what the employer stresses in the job announcement. There may be key screening components that they are looking for. If the job requires someone who speaks Spanish, then this may be the first screening point that the employer looks for and in this case it makes sense to put that detail high up in the CV so that the person screening can immediately say, "Good, qualified," and keep reading.

Use the job qualifications as a general guide to how to organize your CV for a particular job within reason. The main idea here is to make it EASY for the reader to find your qualifications that are a good match for the job.

Personal Details

The top of your CV should always show your full name (first, middle, surname). Many experts feel that it is most strategic to place your contact details at the bottom of the page in the footer so that you do not take up that all-important top-of-the-page space with information that isn't important to the employer who is scanning CV's for qualifications.

Career Objectives

Not all experts on writing CV's agree that this is a necessary part of your CV. Some argue that it wastes space at the top of the CV which is where you want to catch the eyes of the employer who is scanning for information. If you decide to include this part, keep it brief and to the point so you do not push more important information down the page.

An outline of what type of work you would like to do and how you would like to grow your skills, qualifications and experience in the work context.

Educational Qualifications

A list of school, extra-curricular or tertiary education qualifications you have.

Employment History

Any work experience you have. This can include holiday jobs, volunteering, fulltime or part time work. State your current position and employer if you are employed.

Other Relevant Experience

Any other experience you think might be of interest to an employer, for example involvement in community development projects.

Computer Skills

A list of all software you know how to use on a computer.

Language Skills

A list of the languages you speak and write with a comment on how fluent you are in each.

Basic Skills and Characteristics

Here you can mention your organisational and interpersonal skills or any other strengths or characteristics you think might be of interest to the employer. You might also want to add in a sentence about hobbies, but do not focus on this too much.

Contact Details

Contact details supplied to enable an employer to contact you about a job after looking at your CV. Should include address and contact numbers and possibly email address.

References

These should be the names and contact details of people you have been involved with either in your community, at school or at work. They should be people you trust to tell an employer what type of person you are or how well you work or study. Be sure to ask these people whether they would be prepared to be listed as references.

Note: It is important to find out in what language you should submit your CV for each job.

What is Important to the Employer

Your resume has to sell the reader in the top half.

- ◆ If there is an objective, it should be simply stated with a particular employment opportunity in mind.
- ◆ Your strongest skills and qualifications should be listed either at the top of the resume in a skills summary or in the first job description.
- ◆ position titles and companies should be easy to pick out.

The resume should be written with the employer in mind.

- ◆ Tailor your resume to the kind of job(s) you are looking for. If the jobs are different, your resume should be adapted to reflect the differences between employers and what they are looking for.
- ◆ The qualifications listed in your resume should match those

listed in the job description for which you are applying.

Your accomplishments should stand out.

- ◆ The employer should easily be able to determine your accomplishments when reading your work history. Do not bog the reader down with less important points.
- ◆ Your qualifications should not be buried in long paragraphs.

Your resume should have eye appeal.

- ◆ It should look clean and professional.
- ◆ It should have plenty of areas (between paragraphs), and there should not be too much information crammed onto one page.

What employers look for when reading a resume:

- ◆ Are there sufficient years and the appropriate level of experience?
- ◆ Is the work experience in the appropriate areas?
- ◆ Is the candidate missing any critical experience?
- ◆ Does the candidate have sufficient breadth and depth of technical knowledge?
- ◆ Does the applicant have sufficient supervisory, management or leadership skills?
- ◆ Is there a solid record of accomplishment?
- ◆ How does this