

Curriculum Vita (CV) Tips

The following document sets out to help and guide you, as you create, update, or redesign your CV.

What is a CV?

A CV is not a cover letter. A CV contains your education, work history, and skills, while a cover letter is a full-blown marketing campaign, that allows you to tell the employer why you are applying for the job and want to work for their company.

Why is a good CV important?

1. Every time you're looking for a job, you compete against sometime 250+ other candidates on average.
2. You have less than **5 seconds** to catch the attention of the reader, if human, to demonstrate your relevance. So, the very first impression is key. If you submit a neat, properly organised document, you will hopefully convince the recruiters to spend more time on your CV. A poorly formatted CV could your CV discarded in the first-round review.
3. Your CV may be screened by an ATS (Application Tracking System) / AI, so you want to look at for this.

15 key points to consider!

1. A photo is not necessary. Recruiters will look for your LinkedIn profile, which must have a photo.
2. A CV should be no more that 3-pages. A student / graduate CV can be up to 2 pages depending on work experience.
3. A Resume is normally 1-page.
4. Always edit and customise your CV to the job advert. Demonstrate what the job advert is asking for.
5. Achievements (professional and academic) can make all the difference to set you apart from your competition.
6. Suitable and preferable fonts include Arial, Courier and Times New Roman. Cambria, Calibri, and Verdana also ok, as these are the most recognised by the ATS / AI. Preferable font - 10-to-12-point size
7. The use of CAPITAL letters for headings are fine.
8. Avoid using etc, rather say 'such as' or 'for example'.
9. Check that your dates are correct and account for any gaps, if longer than a few months.
10. Where you have work experience, describe duties / key responsibilities.
11. Generally, references are not included at first (unless the job advert specifies), but if they are ready to include, and the referee is aware that they may be contacted you can include these at the end of the CV.
12. Save your CV in such a way that it is easy to pick you up. For example: CV_Name Surname.
13. Always check spelling, punctuation, and your line spacing, to ensure your CV layout looks good.
14. Follow the job application instructions, and always check that you are sending your CV to a trusted source.
15. If you do not have easy access to a computer to save your CV, save your MS Word CV master on a USP stick.

Key CV Sections

There is no right or wrong CV, but there are some common sections you should consider, such as:

Contact Details: Mobile, email, residential area (available to relocate), LinkedIn profile URL | Professional Profile | Education | Qualifications | Achievements / Accolades | Competencies and Skills | Work Experience | Volunteer Experience. (If applicable) | Additional Training (Short courses) | References.

If you have work experience, this can be placed above education.