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WE SEE BEYOND THE CV.

CV Writing

Objectives: To learn how to write a good CV that focuses on individual strengths and experiences, relevant to the job opportunity

Outcome: To be able to write and tailor a CV to a relevant job opportunity, to have a good chance of gaining an interview

Writing a CV is difficult

Don't worry you're not alone... writing a CV is intimidating for everyone

What makes it difficult is knowing what to include, what to leave out, what to highlight, what to de-emphasise

We'll help you put all the pieces together correctly

The importance of getting it right

HR managers and hiring managers can receive hundreds of CV's for any given position. They will spend about 10-30secs on yours AT BEST!

Organising or presenting information incorrectly could cost you a chance of interview.

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Why is a CV important?

- Showcase relevant experience, skills and education
- Normally the first item a potential employer encounters from any jobseeker
- Part of the initial screening process prior to interview stage
- A CV reflects the potential work an employer can expect from you

Employers are looking for **CONTENT**:

- Content that is relevant to the company and the specific role you are applying to
- Content that is interesting and presented in the right way

How does a recruiting manager review a CV?

- They are initially searching for a few key words in your CV
- They will quickly reject any CV that is hard to navigate
- Without having met you, the CV reflects your own presentation and the standard of work the employer can expect
- The way the information is presented is sometimes more important than the information itself

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Poor presentation can:

- **Hide** your most important experience and skills
- **Stop** your CV being read fully
- Convey a **poor standard** of work
- Ultimately **stop** your application moving to the next stage

Good Presentation can:

- **Attract** the recruiter to your CV the moment it is received, or before other applicants
- **Communicate that you have the skills** required for the role beyond what is said in the text
- Instantly give the recruiter a **positive** feel about you
- Ultimately get you to **first interview** stage

Components of a CV - Pick a format that works for you

- Contact details
- Personal Statement / Profile
- Skills & Achievements
- Experience
- Education
- Hobbies / Interests
- Links to your portfolio

Download our recommended CV templates from our resource area.

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General tips:

- Try to avoid using 'I' or 'my'
- Write in the past tense - Talking about previous activities
- Use ACTION words to start each description - Examples to follow
- Make sure the information is understandable
- Emphasise accomplishments and responsibilities - e.g. streamlined procedures leading to increase in production over previous quarter
- Be clear and concise - Don't make complicated or confusing statements
- Make sure there are NO SPELLING MISTAKES or grammatical errors
- Use consistent layout to maintain the look of the page - If one heading is in bold, then all must be
- Use a font that is easy to read - Arial, Helvetica, Century Gothic
- Be creative and think outside the box (but not too far out of the box) to get your CV noticed

What are ACTION WORDS?

Below is a selection of action words to enhance your CV and make your statements and descriptions more powerful

ADAPTED

IMPROVED

RESOLVED

BUDGETED

JUDGED

SUPERVISED

CULTIVATED

MAXIMISED

TRANSFORMED

DOUBLED

LEVERAGED

UTILISED

EVALUATED

NEGOTIATED

VALIDATED

FORMED

OBTAINED

WIDENED

GENERATED

PROMOTED

LOADED

HALVED

QUALIFIED

YIELDED

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10 Deadly sins of CV writing

- Avoid Lengthy CV's - Try to avoid prose, and use bullets where appropriate
- Don't Lie or embellish
- Don't be too loud or ornate - avoid using coloured paper, and bad fonts
- Avoid Slang, Jargon, and abbreviations
- Do not use funny email addresses
- If you are using a photo - keep it appropriate and professional
- Avoid repetition of the same word over and over again
- Don't get personal - Avoid loading your CV with irrelevant info (marital status, age, weight, religion, caste etc)
- Don't criticise past employers (that goes for interview as well)
- Don't misrepresent your skills