

## Resources Centre : CV Writing

Consult our savvy recruitment consultants is the best first step to a presentable CV. We are experts in CV preparation and can advise on your CV to ensure it is best reflecting your skills and abilities, and critically gets you noticed by prospective employers. The following general information should help you to think about and prepare your CV. For individually tailored CV advice specific to you and your career ambitions, talk to a CTL consultant today.

1. Firstly, always bear in mind that your CV is a marketing document. You're selling yourself, so try to make it easy for the reader to understand your key messages. Fifteen page long, wordy CV's don't often make the shortlist. By the same token, try to be descriptive enough to convey your core messages.
2. Try to summarize your story on the first page of your CV (contact details, brief summary, objective, education summary, certifications and career summary). The pages following should hold the detail but it's important that your first page is compelling enough that the reader wants to turn to page 2.
3. It can be helpful to put down your objective and be specific about it, e.g. "To work with a leading employment brand, ideally within the financial services market, as a hands-on developer with some responsibility for team leading and architecture / design." You may have a variety of suitable objectives so try to tailor this to the role you're applying for.
4. If you are applying for a technical role, put your certifications on the front page. They're not the be all and end all but you need to advertise these.
5. Try not to list everything you've had experience with as a skill. Generally speaking employers are looking for strength in certain areas and listing everything dilutes your areas of strength. You can always list all skills in a skills matrix (with a suitable self-assessment) at the end of your CV but your first page should list your core strengths only.
6. Be specific about your experience, e.g. "Complete responsibility for the end to end delivery of a \$20M network refresh project" is a lot more descriptive than "Project managed a \$20M infrastructure project".
7. List your achievements. If you're in sales, be specific about your quota and your achievements towards that quota, e.g. "Achieved \$1.2M of \$1M GP quota (120%) in 2006".
8. Use bullet points wherever possible, try to use 1.5 line spacing and a font like Arial or Verdana and try to use consistent formatting of titles, etc. Good formatting makes it a lot easier to quickly read and digest the information in your CV.
9. Be accurate with your dates. Conflicting dates of employment and education raise questions that may result in you not making a shortlist. If they legitimately conflict, explain why.
10. Finally, don't forget to proofread your CV checking your grammar and spelling.

## **Personal Details**

In this section you should list name and contact details, ideally including a mobile number and email address. Do not provide your direct work phone number if it will be inconvenient for you to be contacted at it.

## **Education and Professional Qualifications**

In chronological order, commencing with the most recent, detail your academic background. You should highlight grades obtained and specific achievements (e.g. being placed in professional examinations).

## **Professional Experience**

In chronological order, commencing with the most recent, detail your work experience to date highlighting your title, company name, commencement and completion dates. It may be worthwhile to write a brief description of the company itself including turnover, number of employees and industry sector/service provided.

This will provide any prospective employer with the background to your work history. Detail, in bullet point format, your main responsibilities and achievements in the position. Try to keep these relevant to any future position that you are looking for, as prospective employers will be looking for transferable skills. This may help to differentiate you from other candidates who are also seeking employment. In addition, detail any specialist knowledge that you may have acquired (e.g. US GAAP experience or SAP experience).

## **Software Systems**

List all software and systems packages that you have had exposure to, including any implementation or system rollout experience. In today's market it is important to have strong and up to date systems skills. If you are aware of specific systems used by a prospective employer and have this relevant experience, it would be beneficial to highlight this expertise in this section of your CV.

## **Languages**

In an increasingly global market, language skills are becoming more relevant. In this section of your CV you should list your language skills and your level of competency and fluency in each language.

## **Contact CTL's Consultants**

At CTL, our specialized consultants are experts in preparing and presenting CVs. We will help to ensure that your CV best represents you and gets you noticed by employers. Contact CTL or Register your CV.

CTL Official Website: <http://www.ctl-rcgroup.com>