

10 Tips for a Fabulous CV

A good CV can be the difference between you getting that interview for your dream job or being weeded out in the paper sift.

KMS Partners has prepared some tips to help you get your application to the top of the pile!

1. Get the structure right, we recommend:
 - a. Personal Statement
 - b. Key Skills
 - c. Career History (starting with the most recent)
 - d. Education
 - e. Interests
 - f. Reference Information
2. Make sure your CV demonstrates your suitability for the role you are applying for. Effort to make sure your CV is a great match to the job description is definitely time well spent.
3. Keep your personal statement brief, snappy and relevant. The employer will read hundreds of personal statements from people “equally happy working alone or as part of a team” and are “hard working and dedicated”. Make sure yours stands out from the crowd.
4. Keep it short (a CV needs no more than two sides of A4), accurate and relevant in an easy to read font. Bullet points are easier to read rather than wordy paragraphs. Bear in mind the person reading your CV will be asking “so what” after each bullet point – keep it relevant!
5. Be honest. You must present yourself in the very best light, but make sure your dates are accurate and never over-egg it! Any career gaps should be noted and explained.
6. Include your successes on your CV, but don’t embellish. An employer is not stupid and if you claim to be something you are not they will see through it.
7. Emphasise your experience, education or training that fits with the vacancy. If your work history is in retail and you are applying for a role that fits with your education, your potential employer is not looking for War & Peace on retail and customer service experience.
8. Steer clear of buzz words and acronyms. Use plain English, demonstrating your ability to communicate clearly.
9. Always ask a friend, colleague or trusted advisor to read through your CV. No matter how many times you check and double check, a fresh pair of eyes over your CV is vital.
10. Spellcheck...need I say more!?