ONTARGET'S

TOP 5 CV TIPS

TIP 1:

SUBHEADINGS

- They make your CV look **smart** and **professional**, and a lot easier to read.

- By categorising your information with subheadings, it makes recruiter's jobs easier as they can **pinpoint** the important information **quickly**.

- **Potential subheadings** could be:
  - Contact info
  - Personal Statement
  - Education
  - Achievements/Qualifications
  - Work Experience

TIP 2:
KEYWORDS

- Employers may not have the time to read through every single CV word for word - using **relevant keywords** for the job will help your CV catch the eye of the employers.

- Words such as, '**hardworking**', '**reliable**' and '**enthusiastic**' will highlight you as a candidate willing to learn and put their all into a job

- If the role entails taking control or being in charge, you could use words such as '**leadership**' and '**decision-making**' to help convince them that you have the necessary skills for the role.

TIP 3:
SPAG

- Having good **spelling**, **punctuation** and **grammar** is very important. If your page is full of misspelled words or poor grammar, many employers will not even give it a second glance as it looks messy and **unprofessional**.

- The last thing you want is for the employer to think that you are too lazy to proofread your CV, as they may think this is how you will be as an employee.

- If they can see you have taken care in writing your CV, they will be way more likely to hire you!

TIP 4:
TAILOR YOUR CV

- This tip is **vital** for standing out to employers - it will show that you have read the job description and are really **interested** in the role, and therefore allow you to present your skills in a way that best suits the job.

- How can you do this?
  - Altering your personal statement to emphasize your most important skill.
  - Changing the wording in the work experience section to show how your skills will help you succeed in the job.

TIP 5:
BE CONFIDENT

- Your CV is the place that you can unapologetically **show off** what you can do and how much you have to offer! **Don't be shy** about showing off to employers why you are the one that deserves the job.

- Employers want to see what you can bring to the table, so don't use any negative words in your CV - just be **confident**!