CV - General Advice

Content:

- Order of information:

  1. Personal statement, which emphasises key skills (IT systems, programming languages, etc.).
  2. Role descriptions, responsibilities and key achievements (where you added value).
  3. Education, certifications and professional memberships.

- The personal statement should ideally be tailored for each job application and should try to address the following:

  a. Who are you?
  b. What can you offer the company?
  c. What are your career goals?

- 91% of recruiters see a word doc of 2-3 pages as the right length.

What matters:

- 5 questions the person reading a CV will ask themselves:

  1. Who is applying? [Links to personal statement]
  2. How good are they really? [Benchmark, achievements]
  3. Is this CV unique? [Tailored to the job]
  4. Where are the achievements?
  5. Why am I still reading this? [Focus on the first half page]

- Make the top count - the top one-third of your resume is what a recruiter or hiring manager scans to determine if they will read the rest… and they only give it three seconds.

- Relevant keywords - today's job search takes place online as well as in person, so the hiring manager may never find your resume on job sites if you neglect to use the right keywords.