

CV Writing Tips

1. Research your ideal role

People will often make the mistake of filling their CV with every job and experience they've ever had, but the best CV's are tailored to the type of job and role you want. So before you start to write your CV it's important to research your ideal roles.

2. Note the skills and knowledge each role requires

Browsing through job sites like LinkedIn and Indeed are a good way to identify roles you are interested in. Look for the industry specific skills and technical skills they are looking for and consider where you've used these skills in any of your previous experience.

That could be in terms of any work experience you have, projects you've worked on at school or college, or even outside of school.

3. Identify your transferrable skills

For example, if you're applying for a job as a virtual assistant and you have worked in restaurants, you can think about pulling out those transferrable skills like attention to detail, organisation of shifts. If you are writing a blog, can you use that to demonstrate your writing skills – or your commitment to posting blog content twice a week.

CV Formatting

When you have all of the skills and experience mapped out, then you can start writing.

This is the general format:

- Personal Statement/Profile
- Name and contact details
- Work experience, most recent first
- Education and other certificates

You don't need to include your address, date of birth or a photo

Tips

- Stick to a font that can be easily read, don't be tempted to use fancy fonts
- 2 sides of A4 is the standard
- Use headings to divide the sections of your CV
- Tailor your CV for the job you're applying for
- It needs to be easy to read – put the important information at the top. What are the couple of things that most qualify me for this position and add these to your personal profile/statement.
- Make it noticeable for the right reasons. Use spellcheck and grammar check. Ask for Help – think about teachers, older siblings, or family members – particularly those who might be hiring managers and have some experience of reviewing CV's.
- Things will change - your CV and interview style will evolve with you and that's more than ok!

Cover Letter: Do's and Don't's

- Do create a personalized cover letter and tailored CV for every company and position.
 - Do take the time to find out the hiring manager's name, and open the letter with a proper greeting.
 - Do identify the position you're applying for, including the job code or reference number (if there is one).
 - Do maintain a confident, enthusiastic tone.
 - Do proofread repeatedly (typos and grammatical mistakes are a huge turn-off)!
 - Do ask someone you trust to critique and proofread your cover letter.
 - Do submit it on time or early if possible – Applications usually arrive in date order.
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- Don't go beyond one page for cover letters and ideally two pages for CVs. In most cases, three or four paragraphs are enough to tell your story in your cover letter.
 - Don't try to be cute. Humour is subjective; it can make you seem unprofessional rather than personable.
 - Don't resort to clichés, exaggerations, or false flattery.
 - Don't assume spell-check will catch all errors!
 - Don't simply repeat claims you made in your resume. Highlight why you are a good fit for the role.
 - Don't forget to change the recipient's name and company name for each cover letter you write!

Interview Tips

1. Prepare, prepare, prepare.
 - a. Research the Company Before the Interview
 - b. Research the role, understand the role
 - c. Find out what kind of assessment it is and practice, whether it be Interview Techniques and Responses or Aptitude testing. You can practice and find info online.
 - d. Prepare for Behavioural Interview Questions
2. Calm your nerves by doing some breathing exercises
3. Arrive Early
4. Be Aware of Your Body Language
5. Take Notes
6. Don't ask about salary in the interview– if you have questions about this ask the recruiter
7. Always Be Honest – People want to work with people they can trust, people value integrity
8. Have Questions Ready to Ask
 - What do you enjoy about working at this company
 - What are some of the challenges facing the company?
 - What does success in this role look like?
 - What have previous employees in this position gone on to do?
9. Be yourself, build rapport and have a conversation with the interviewer and try to have fun. Interviewers are on your side they want you to do well.
10. Follow-Up after the Interview

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Situation: paint the picture of the scenario for the interviewer. This situation can be drawn from a work experience, a volunteer position, or any other relevant event. Be as specific as possible.

Task: Next, describe your responsibility in that situation. Perhaps you had to help your group complete a project within a tight deadline, resolve a conflict with a coworker, or hit a sales target.

Action: You then describe how you completed the task or endeavored to meet the challenge. Focus on what you did, rather than what your team, boss, or coworker did. (Tip: Instead of saying, "We did xyz," say "I did xyz.")

Result: Finally, explain the outcomes or results generated by the action taken. It may be helpful to emphasize what you accomplished, or what you learned.

Groups / Panels – As a panel interviewing just you – or as a panel all being interviewed.

Intro's / Icebreaker – Interesting fact about yourself.... Probably not that you can eat 12 bars of dairy milk and not be sick. More that you are a grade 7 drummer and have played gigs somewhere cool.

Do

- Be inclusive – to fellow candidates or all panel members
- Great eye contact
- Smile and be engaging

Don't

- Talk over people
- Get lost in the group
- Don't put people on the spot