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All About CVs

The Difference Between a CV and a Résumé

A CV was originally designed to be a summary of someone's work or life history so far. A résumé was a more highly detailed document that specifically targets a certain type of job. It lists only the information that is appropriate for this job.

These days there is really not much of a difference between a CV and a resume, some people just prefer to use one word over the other.

CV Writing Tips

The Steps to a Successful CV Layout

Personal Contact Details - Make it easy.

Make it easy for an employer/recruiter to get hold of you during the day or evening. So include all phone numbers, a postal address and email contact.

Employment Summary - A brief history.

In a table or list give an overview of the organisations you have worked for, your position title there and the months or years employed. This is an employment summary at a glance. The rest of the details come later in the Employment Experience section (see 4. below)

Summary of Skills - Your skills to date.

Think of all the skills you use at your jobs on a day-to-day basis. For example, if you work on a till exchanging money with customers then you have basic cash-handling skills. You could also list the computer programmes you are comfortable with using, for example Microsoft Word or Excel. Also let the employer know your personality: are you reliable, always on time, take care with your appearance? Don't list these things if they aren't true though; if you say you are always on time but then turn up late to work everyday then you'll soon be proven wrong.

Professional Development - Demonstrate your training and ability.

Beginning with the most recent, outline courses, certificates and degrees/papers you have attained. You may need to tailor these to the position you are applying for.

Referees - Who to Pick?

Provide a minimum of 2 referees who can be contacted by phone. At least one previous employer should be included. If you have not been working, think about volunteer, school or club work that you have performed and could obtain a referee from.

You must seek permission before you use someone as a referee and tell them





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about the job you are applying for. Make sure you ask people who you can be confident will say positive things about your abilities, work habits and skills. If possible ask people who are good speakers and can add credibility.

Good and Bad CVs

GOOD 😊

Space out the layout of the CV so it looks clean and tidy. Use plain style fonts like Arial and make it no bigger than a size 12 and make it no smaller than 11. Learn to use the tab button on your keyboard to line up your words instead of hitting the space bar a million times.

Use proper grammar and don't use text language, shortened words or words that only you and your mates use. Think of someone who can check the CV for you – someone who reads a lot of books is usually quite good at grammar.

List hobbies you do regularly – include things such as sports clubs you belong to (netball, soccer or captain of the 1st XV) and list your volunteer work.

BAD ☹️

Don't put a one page enlarged glossy photo of you in your ball dress or suit – we know you look 'hot' but an employer really doesn't see that as an important thing to know.

You don't need to put your marital status, wife's/husband's/kids' names or ages or favourite foods...again not relevant.

If you want to list your hobbies, clubs or memberships (put this at the very end of your CV and after Referees details) don't be tempted to put things like 'Beer Skulling Champ 2006' or '1st Runner up in Pole Dancing'!

Example CVs

Coming soon.

