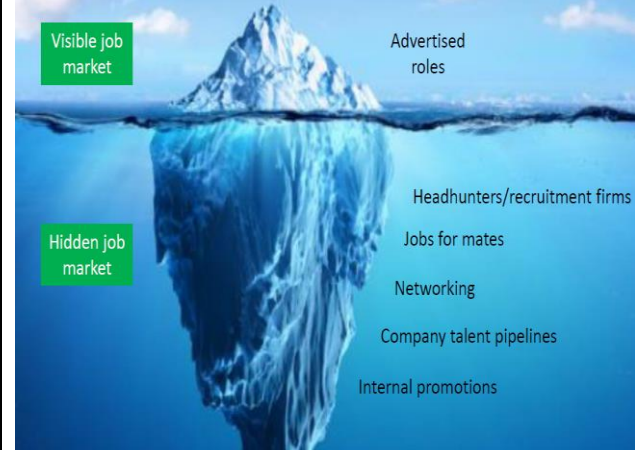


## CV TIPS, HACKS, FYI'S – FOR GETTING AHEAD OF THE PACK!



- Most roles are NOT advertised and are found in the hidden job market.
- BUT having a decent CV for both the visible and the hidden job market will help you reach your job goal.
- With the visible job market place your CV on job boards such as seek or indeed. What I call the “set-and-forget” mode. Make sure your settings on these job boards are set to ensure recruiters can see your CV

### Some helpful websites when it comes to CV's..

<https://resumegenius.com/blog/resume-help/applicant-tracking-systems-resume-keyword-help>

<https://www.jobscan.co/blog/applicant-tracking-system-and-ats-systems/>

<https://www.themuse.com/advice/beat-the-robots-how-to-get-your-resume-past-the-system-into-human-hands>

<https://www.cv-library.co.uk/career-advice/cv/six-ways-ensure-cv-beats-ats-robots/>

<https://www.zipjob.com/blog/ats-resume-test/>

### Some tips...

#### What is an Applicant Tracking System (ATS)?

Basically, ATS software is used by recruiters to scan applications and to only send through those that meet key job criteria. Nearly 75% of resumes are rejected because they're not correctly formatted or keyword optimized.

- **Applicant Tracking System (ATS) Keyword Optimization** – Make sure your CV includes KEYWORDS (these will be things such as core skills or competencies listed in the job advert of role description). If knowledge of Microsoft Office is required make sure it is in your CV!
- Ensure you have identified your core competencies so that you can swap out keywords depending on the role advertised.
- Use a simple and clear format – avoid too much clutter!
- So this means – avoid using different fonts, fancy borders, tables
- On your “landing strip page” (the first page of your CV) have a brief paragraph (say 4-5 lines) that is in effect your positioning statement. Include key words in the positioning statement.