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Work Experience

Most recent position first then older ones if relevant
Dates from and to (put present if still in the role)

- Talk about relevant responsibilities you held.
- Talk about specific achievements you have made.
- Talk about relevant development you have undertaken.
- Ideally these should elaborate on the skills and achievements you have outline in the "relevant skills" section,

Education History

most recent post graduate or undergraduate program.

- State the university name.
- State the year of award.
- State the grade.

*For those with post grad qualifications make sure you create a small section of each and your undergrad course *this should be the last educational aware you put on your CV.*

List here any non degree level course you have undertaken and their dates

- Be brief,
- Only type the names of the courses.
- And may be a line on how they are relevant to this role

Relevant Skills

- Bullet point skills you have that are **relevant** to the role.
- Max 5 for quick reading.

Achievements

Briefly describe here what <u>RELEVANT</u> achievements you have made in your career. Do not rewrite any from your cover letter but add those that didn't make it to the cover letter.

extra-curricular

IF YOU HAVE SPACE!!
List out a few outside work hobbies or activities you enjoy, Chose activities which you could use as an ice breaker during interview.

Some tips for creating an effective CV

- You want your CV to have a link to your Linkedin account and your portfolio site so recruiters can immediately see what you've accomplished.

- Add the logo of the companies you have worked in if possible. Link their website as well. If this isn't possible, write a short description of what the company does assuming its not self explanatory

- Remember to add how long you have stayed in a particular role. Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).

- When writing out your achievements and responsibilities for a job, it is ideal to follow this format: "I have achieved X by doing Y with a result of Z." Quantitative information is highly preferred.

- Only list skills you are competent, confident and comfortable in and are relevant to the job. You may also list specific software or tools that are important to the role.

- Adding your photo to a CV is optional. Photos help recruiters remember you, but there is a risk of unconscious bias.

- Adding other interests is optional. Information under this section may seem irrelevant but it can build rapport with recruiters.

- Do not crowd your CV. Feel free to use a second page, which usually features your educational background and other achievements and awards.

- Make sure the CV's design aesthetic matches the job you are applying for. For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.

- Having a list of references is no longer required in CVs. It is, however, a great idea to build a list of character references on LinkedIn for when employers check

What recruiters usually look for in a CV (in order of importance):

- Experience
- Role or Title
- Company's Credibility
- Results, Responsibilities, Achievements
- Portfolio
- Contact Information
- Skills & Relevant Software
- Educational Background
- Other Interests

Important!!! Download your CV as a PDF.

Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.