

123CV

HANDBOOK

*Getting Hired for South African
Students*



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The 123CV CV Handbook offers practical guidance for crafting effective resumes. It covers essential components, formatting, and content strategies, helping individuals create impactful CVs that stand out to potential employers and increase their chances of securing desired opportunities.

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THE 1,2,3'S OF CV'S

WHAT IS A CV?

A CV (Curriculum Vitae) is a concise document summarizing an individual's education, work experience, skills, and accomplishments, often used for job applications to showcase qualifications and suitability.

WHY DO I NEED ONE?

To showcase qualifications to potential employers, aiding in job applications and demonstrating suitability for specific roles.

DO I REALLY NEED ONE?

A well-crafted CV offers a compact overview of one's professional journey, skills, and achievements. It facilitates swift assessment by employers, aiding in effective candidate selection. A strong CV highlights strengths, boosting chances of landing desired jobs and opportunities, ultimately serving as a pivotal tool in career advancement.

WHAT DOES A CV NEED?

MOST CV'S HAVE FIVE PARTS THAT MAKE UP THE CORE OF THE DOCUMENT THERE ARE ALSO OPTIONAL SECTIONS YOU CAN ADD AS YOU DEVELOP YOUR CAREER.



ABOUT STATEMENT

Concise career goal; guides CV content, showing aspirations and direction.

EDUCATION

Education section outlines academic background, degrees, institutions, and relevant achievements, demonstrating qualifications and foundational knowledge.

EXPERIENCE

The experience section in a CV outlines an individual's work history, responsibilities, and accomplishments, showcasing their professional background. Repeatable for each relevant experience.

PERSONAL INFO

The "About" section in a CV provides a brief introduction, conveying the applicant's career aspirations, work ethos, and unique attributes. The "Personal" section includes personal details like contact information, ensuring easy communication, while also highlighting relevant traits that align with the desired role, fostering a memorable impression.

RELEVANT SKILLS

Highlights key abilities tailored to the job, demonstrating the suitability and value to potential employers.

OPTIONAL SECTIONS:

REFERENCES

LANGUAGES

PUBLICATIONS

VOLUNTEER

RESOURCES

FREE CV MAKER



JOB LIST



BLOGS ABOUT JOBS



SOCIAL MEDIA



TOP 10 CV CREATING TIPS

1. TAILORING A CV

Tailoring a CV involves customizing its content to match the specific job requirements, and showcasing relevant skills and experiences for maximum impact.

3. RELEVANT EXPERIENCES

Leveraging relevant experience in a CV demonstrates practical suitability for a role, showcasing accomplishments that align with job requirements.

5. PROOFREADING

Proofreading in a CV ensures accuracy and professionalism. It eliminates errors, enhances clarity, and presents a polished document to employers.

7. BULLET POINTS

Bullet points concisely present achievements and responsibilities in a CV, enhancing readability and highlighting key qualifications for employers.

9. REFERENCES

References on a CV: Optional section with contact details of individuals who can vouch for the applicant's skills and character.

2. USING KEYWORDS

Utilizing keywords in a CV enhances visibility. Tailoring industry-specific terms highlights qualifications, increasing the likelihood of being recognized by automated systems and recruiters.

4. ORGANISATION

Effective CV organization enhances readability. Clear sections, bullet points, and chronological order help employers quickly grasp skills, experience, and suitability.

6. APPROPRIATE FONT

Choose legible fonts like Arial, Calibri, or Times New Roman. Maintain professionalism and readability, enhancing the overall CV presentation.

8. EXCESSIVE DECORATION

Excessive decoration in a CV, like elaborate fonts and graphics, can distract from content and professionalism, undermining the document's purpose.

10. DIGITAL VS COPY

Choosing between a hard copy or digital CV: Hard copies are tangible for interviews, while digital versions are easily shareable and updatable.

USING YOUR CV TO GET A JOB

COVER LETTERS

Cover letters complement CVs by providing personalized insights into the applicant's motivation, skills, and alignment with the job. They offer a chance to stand out, address specific requirements, and showcase enthusiasm, enhancing the employer's understanding of the candidate and increasing the likelihood of interview consideration.

APPLYING FOR A JOB

Job seekers can apply via diverse channels. Online platforms like LinkedIn and job boards offer convenience, while traditional methods like networking events and cold emailing persist, allowing a comprehensive approach to reaching potential employers.

INTERVIEW PREP

Preparing for interviews involves researching the company, understanding the role, crafting responses to common questions, and practicing articulation to confidently present skills and experiences for a successful impression.

TOP 3 QUESTIONS

1. "Tell me about yourself."
2. "Why do you want to work here?"
3. "Can you describe a challenging situation you've faced and how you handled it?":

DAY OF PREP

1. Get there early
2. Dress appropriately
3. Bring a copy of your CV

