

Here are some of the tips on how to write a Curriculum Vitae (CV)



Writing a CV can be one of the challenging tasks for students - the task of impressing the recruiter while keeping to the standard of the application. It is vital that you follow these simple steps to ensure that you do not overload the reader with unnecessary information but only provide information relevant to the application. More details can be discussed during the interview session.

Many recruiters do not have the time to go through your 10-paged CV, but they are looking for specific information. Try to stick to the point and let your achievements do the talking.

Some organisations are kind enough to provide you with a summary of who they are and what they do. Nonetheless, you still need to do your research to understand the company you are applying for.

A summary of yourself would be ideal when working on a less lengthy CV.

Include all relevant information about yourself that speaks to the position you are applying for.

Structure your CV for easy navigation throughout all the information.

Use a readable font to provide an easier read for the recruiter

Ensure the page transitions are smooth, neat, and use the space wisely.

Add a professional title along with a professional email address and include facts and figures on occupational achievements, knowledge, and skills achieved throughout your experience.

It is advisable to not add a photo of yourself to your CV/ unnecessary details/ logo images.

Include ample amounts of information on your current or most recent role in an employment position and shorten older employment positions.

List your roles and responsibilities in chronological order or use bullet points

Keep your CV short, a 1/2-page length CV is easily read.

Always use professional language and be truthful in all the information you provide in your CV.

Provide the recruiter with highlights of your top skills, achievements, and community engagement.

Proofread your CV before sending it to any company.

Send your CV in a Microsoft Word/ PDF format

What to include in your CV?

Personal details (avoid writing your full identity number, marital status, dependents, etc)

Summary of yourself

Education and achievements/ accomplishments

Experience

Skills and Competencies

Driver's License (if you have, especially if the recruiter made it a prerequisite)

References: you may indicate that your references are available upon request.

Interview Guidelines

Research the industry and company.

Being prepared in terms of your line of profession with the knowledge of the company showing dedication and commitment in an interview with advanced knowledge showcases your potential as a candidate for the vacancy.

Impress the interviewer in the first five minutes or lose them forever

The saying "first impression lasts" is true and is tested in the first 5 minutes of communication and behaviour. An interviewer will be enthralled that an interviewee has taken the time and effort into their appearance for the interview. Body language is crucial in an interview as this portrays your confidence towards the position available.

The following body language should be kept in mind:

Keeping a straight back in sitting

Keeping hesitant responses to a minimum

Smile and maintain eye contact

Listen intensively and speak with confidence and assertiveness

Most importantly, be punctual!

Be prepared to respond to ethical dilemmas

Be ethical and honest in all hypothetical situations given in an interview and portray a high standard to uphold the company's values and vision. Make the ethical decision rather than the easiest path to success.

Make the best of the "Tell me about yourself" question.

This question allows you to best describe yourself in a manner that puts you as the best possible candidate for the position available. Do not speak of personal characteristics but rather the characteristics that are required for the position such as commitment, dedication, and attention to detail, punctuality, and aspects that make you stand out from the pool of candidates.

Practice, practice, practice!

Being able to speak in a confident, consistent manner without hesitation comes from practise. Be prepared for all possible questions, be it simple or complex.

References:

Experis ManpowerGroup. (2019) 20 Tips for great job interviews (2019)

[Retrieved: 3rd of July 2019] from

https://www.experisjobs.us/exp_us/en/career-advice/20-tips-job-interviews.htm

Fennell, A. (2019). 32 CV writing tips for 2019 [Retrieved: 3rd of July 2019]. From:
<https://standout-cv.com/pages/cv-writing-tips>