

# PREPARING AN IMPRESSIVE CV

## MARKET YOUR SKILLS IN YOUR CV

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**Your curriculum vitae has to work as your calling card into the working world. It has to be meticulously prepared, tailored to suit the position you are applying for and make the recruiting manager or panel really want to read about your skills, interview and then ultimately select you.**

You have to present a CV which will make you stand out from all the other applicants. Some job advertisements are attracting piles of applications so you must ensure your CV will capture immediate attention.

The average recruiter might spend only 20 to 30 seconds skimming through information so you have to highlight your special attributes for that position at the start of the document – rather than keeping your main attractions to the latter part.

Your CV and accompanying covering letter are the first indicators about your abilities and character to a potential employer. You need to take time to identify the skills related to the position you are pursuing. For example, if you love animals and have done holiday work at catteries, kennels or dog walking, this should all be outlined if you are applying for a job as a veterinary nurse or to study to be a veterinarian.

### ***Skill set an indication of suitability***

The skills you present on your CV will show the potential employer how well suited you are to the job on offer.

The covering letter, which also needs to feature you and your skills, should be professional, precise and highlight the main points which fit you to the job. Make sure your spelling and grammar is immaculate. Don't just rely on your computer's spelling/grammar check, but have a savvy friend or mentor check it through.

### ***Proper English always***

If you are applying by email keep your use of text messaging language and slang strictly between you and your friends. Never use either in a professional application. It's also very important to be totally honest, as if you exaggerate your skills or experience it is very easy to trip yourself up in an interview.

Include a short and professional note with your covering letter and CV. Make sure it includes your professional email address including your name or create a new one if it doesn't. Remember to always include a phone number. And if you are applying through a secure recruitment portal where a note cannot be attached ensure your CV really stands out from others!

### ***Choose the right format***

The format of your CV can be chronological (that is time-based), functional-skills based or a combination of both. The type of format selected depends on where you are in your working life, as well as your skills. You should choose the format which will best highlight your abilities and suitability for the job advertised. For example, if you have just finished secondary school or a university degree, a functional-skills format works well – highlighting voluntary, community and/or part-time work you have completed during studies.

## VALID details for a CV...

 Your name, full address, phone number, email address and LinkedIn contact if applicable

 Personal Statement

 Skills and abilities

 Work history

 Qualifications

 Interests

 Referees.

For extra information check out these interactive resources from Careers New Zealand:

 CV BUILDER  
[www.careers.govt.nz/cv-builder](http://www.careers.govt.nz/cv-builder)

 SUBJECT MATCHER  
[www.careers.govt.nz/subject-matcher](http://www.careers.govt.nz/subject-matcher)

 COMPARE STUDY OPTIONS  
[www.careers.govt.nz/compare](http://www.careers.govt.nz/compare)

Students can also chat with career advisors through webchat...

 [www.careers.govt.nz/chat](http://www.careers.govt.nz/chat)

