

How to write a CV

Your chances of getting the job you want often begin with an impressive Curriculum Vitae (CV) - one that stands out from all the others. In keeping with our commitment to helping you achieve your career objectives, Kelly Services presents some important tips on how to write a CV to get you noticed.

PERSONAL INFORMATION.

- Include your full name and address, followed by your telephone number.
- List your work number or email address only if you're certain you want a prospective employer to contact you at work. Otherwise, be certain to have an answering machine or voicemail at your home telephone in case you're not available.

OBJECTIVE.

- Your career objective is often the focal point of your CV. Make sure it relates directly to your experience, accomplishments and to the job for which you are applying.
- You may want to have a few versions of your CV on hand, with different objectives that support the type of position you're seeking.

WORK EXPERIENCE.

- Include your title or position, the company name/location and dates of employment.
- Use strong action verbs that describe your responsibilities and accomplishments.

EDUCATION.

- List your most recent educational experience first.
- Include the name of the institution you attended, the degree you earned, your major and date of graduation.
- Special commendations or awards should also be listed here.

OTHER INFORMATION.

- Use this area if you want to include information that doesn't fit into the categories above, such as professional certifications, special interests, skills or activities.
- For example, a multilingual person may want to include this information if it pertains to the position he/she is pursuing.

REFERENCES.

- Indicate on your CV that references are available upon request.
- Be sure to have a list of references to provide a prospective employer, and always ask permission before listing someone as a reference.
- Choose three references and include their name, title, employer, business and home telephone numbers.

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WHAT TO INCLUDE.

- **A description of your accomplishments** using direct, active verbs. Such words as managed, designed, sold, saved and developed are just a few examples.
- **Several key words.** Many of today's CVs search engines are geared towards keyword searches. If you include several keywords in your CV, you'll have a better chance of it appearing at the top of a search list.
- **Short paragraphs** (no longer than six or seven lines) to ensure your CV gets viewed by hiring personnel.
- **Correct grammar and spelling.** Do a computer spellcheck or have someone proof-read your CV.
- **A design that is visually pleasing and easily read.** CVs are often scanned into a database, so simple typefaces are best. Keep in mind that certain types of software can't read special designs or bold typefaces, which means the CV won't make it into the database.
- **Information that is tailored to the job you're seeking,** highlighting your unique capabilities, awards, professional memberships and any other information that relates to the position.

WHAT TO AVOID.

- **Unclear or vague information.** Use facts and measurable results wherever possible (eg, "Helped the company realise a 30% savings through newly developed employee accountability policy.")
- **Wordiness.** Don't use the words "I" and "me." State the information as directly and clearly as possible (eg, "Received an Employee of the Month Award.")
- **Covering up gaps in employment history.** These can be explained during the interview process.
- **Information that does not apply to the job you are seeking.**
- **Reasons for leaving a prior job.**

For more information on How to write a CV and other career tips, [visit the my career centre](#) at www.kellyservices.com.au.