



10 Tips to Make Your CV Stand Out Amongst the Pile

1. Tailor your CV to each job you apply for. Employers want CVs to show a clear match between you and the job's requirements.
2. Always include a covering letter – again tailored specifically to the position that you are applying for.
3. Focus on your accomplishments. Most employers want to know what you accomplished in your role – simply listing your duties/responsibilities won't tell them what they need to know.

Eg: Duty: Responsible for all purchasing of stock.

Accomplishment: Reduced purchasing costs by 15% over a six month period.

Think about what special things you did in each job to set yourself apart?

How has performing your duties helped your employer to:

~ save money	~ save time
~ become more competitive	~ grow the business
~ develop more efficient processes	~ make money
~ develop better internal/external client relationships	

4. Prioritise your duties/responsibilities and accomplishments in the order that fits the job you are applying for.
5. List your jobs beginning with the job title not the dates worked. Job titles are generally of much more interest than the dates.

6. Detail your educational qualifications in the same way, beginning with your highest qualification or most recent qualification.

Eg: Bachelor of Science – Waikato University – 2006.

(If you haven't graduated yet, put in the year you expect to finish.)

7. List only the last 15 or so years employment history and the most relevant to the position you are applying for. If you are applying for a job in a laboratory, don't list that you worked at your local McDonalds – it isn't relevant to the position. If on the other hand, you are applying for a job in a customer service role, it would be appropriate.
8. Use a bulleted style. It is more user friendly and easier to read. Use a simple bullet shape. Fancy ones won't add anything or make the information any more relevant. Be consistent. Also avoid fancy fonts.
9. Look at other people's CV's that you have seen. Look at the things that you like about them and do the same with your CV.
10. List 3 referees – make sure you include a telephone number, preferably a land-line and a mobile number. The trend today is for employers to check referees. Make sure that you ask your referee if you can use them. Keep your referees up-to-date with the jobs that you are applying for because you want them to give relevant information about your suitability then they are contacted. They will do a better job for you if they are prepared.