

## CV Guide

Your CV has one main function –to be impressive and intriguing enough to get you an interview. How you present information on your CV is nearly as important as the information on the information itself.

### Getting your CV ready

- Take time to identify your skills, interests and career goals before you begin creating your CV.
- Be concise and use power verbs such as achieved, coordinated, developed, led, supervised, etc.
- Never lie on your CV, even one embellishment can jeopardize your chances of getting hired.
- Review the requirements of the position you are applying for and customize your CV to fit the position.
- Be sure to highlight your key achievements and competencies – expand on your achievements that are most relevant to each position you are applying for.
- Make sure you include as many personal contacts as possible – telephone numbers and email addresses.

### Preparing a professional CV

**Appearance and Structure** – Your CV should look polished and professional

- Your CV should be no longer than 4 to 5 pages
- Margins should be at least 1 inch wide on each side
- Use a readable and professional format
- List your jobs chronologically, starting with your most recent jobs first
- Do not use long paragraphs of text, instead use bullet points to structure key points
- Double and triple check for spelling, grammatical or punctuation errors

**Content** – Your CV should be sound, concise and results oriented

- Your CV should make an impression within 30 seconds
- Give a good description of the scope of responsibilities
- Contain action words to communicate results
- Carefully edit your CV to eliminate unnecessary information
- List certifications/membership and participation in relevant organizations
- List relevant skills such as software proficiencies
- Include three work related references with their current positions, companies, telephone numbers and email addresses

**See Sample CV on High Fliers Guide**