

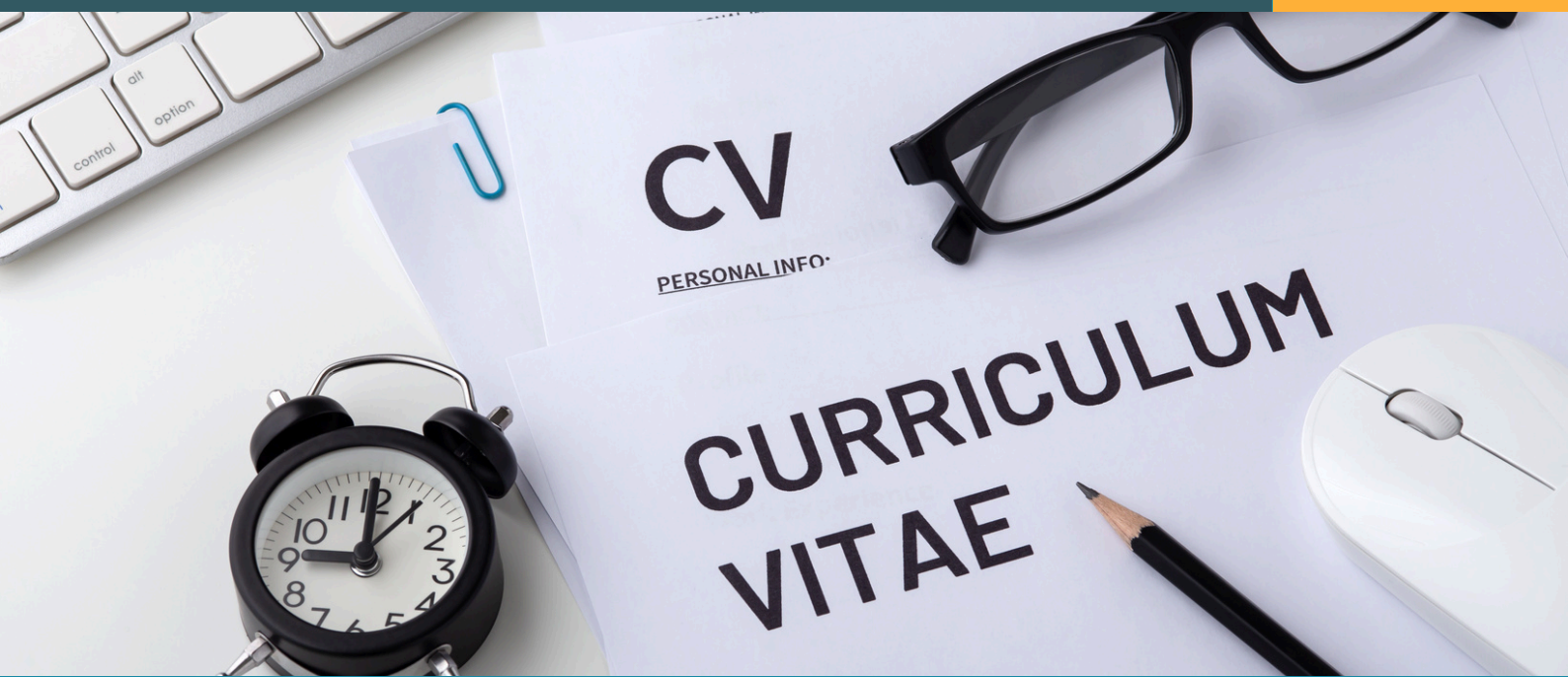


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8 Top Tips for Creating your CV

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1 Write an Executive Summary

Replace the outdated “Career Objective/Goal” section with an Executive Summary. This section should concisely highlight your work experience and clearly convey your career trajectory and future aspirations to potential employers.

EXAMPLE 1

NO EXPERIENCE

I have recently completed my A-Level in [Enter course)].

This equipped with foundational skills in [mention a relevant skill set, e.g., communication and problem-solving].

I gained valuable hands-on experience through [mention any relevant work experience, projects, part-time jobs, or extracurricular activities], which prepared me to adapt quickly and learn on the job.

I am eager to contribute to your team and grow within the [mention industry or field] by leveraging my academic background and commitment to developing new skills.

EXAMPLE 2

SOME EXPERIENCE

An enthusiastic professional with one year of experience as a property manager, adept at overseeing daily operations and maintaining positive tenant relationships.

Strong skills in communication, problem-solving, and organisational management, proven through successful coordination of property maintenance, lease administration, and tenant inquiries. Eager to apply my practical experience and dedication to a new opportunity in the [mention industry or field],

EXAMPLE 3

EXPERIENCED MANAGER

Experienced property manager with over five years in overseeing diverse portfolios, skilled in enhancing tenant satisfaction and optimising property operations.

A proven track record in managing lease agreements, coordinating maintenance, and improving tenant retention through effective communication and problem-solving.

Eager to showcase my experience and leadership skills within the [mention industry or field], driving success for the team and the property assets under my care.





2

Choose a professional e-mail address

Your email address should ideally consist of your first and last name to maintain a professional appearance. If your preferred address isn't available, consider adding numbers, but avoid inappropriate combinations.

An address like "demonlayer69@yahoo.com" may create a negative impression, so it's best to opt for a straightforward, business-like email handle.

3

Ensure contact details are visible

Ensure your contact details are prominently displayed to make it easy for employers to reach you. Include your full name, email address, and phone number. Depending on your industry and experience level, consider adding a link to your LinkedIn profile. Using symbols instead of words, such as an email icon, is also acceptable and can help streamline your presentation.



4

Don't include a photo

Including a photo on your CV is generally discouraged because it can introduce bias, as it reveals personal characteristics unrelated to your qualifications.

Many applicant tracking systems have difficulty processing images, which may impact your CV's effectiveness. Photos are not a standard practice in many industries, and sharing your image can pose privacy risks. It's best to focus on showcasing your skills and experience.





5 Keep your hobbies and interests brief

Removing the "Hobbies & Interests" section from your CV allows you to prioritise space for more relevant information, such as your skills, experiences, and accomplishments that directly relate to the job.

Many employers prefer CVs that focus on professional qualifications rather than personal interests. Some hobbies may inadvertently introduce bias or distract from your suitability for the role. By keeping your CV centred on your professional capabilities, you maintain a streamlined and focused presentation.

6

Keep your CV concise

Limit a CV to one page for those with under 10 years of experience and up to two pages for more experienced professionals.

For less experienced candidates, a single page highlights the most relevant skills and achievements without overwhelming the reader.

More seasoned professionals can use two pages to detail a longer career. This approach respects employers' time, ensuring they quickly access pertinent information and assess your qualifications efficiently.

EXAMPLE

Instead of "worked on reports and made submissions" you could quantify your statement.

Created three bi-annual reports and made monthly submissions to the team.

7 Focus on specific details

Avoid describing every aspect of your job. Instead highlight the most important detail and use the interview to elaborate

Try not to use too many adjectives (Descriptive works i.e. enthusiastic). Instead, use facts and figures.



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8

Ask a friend to read your CV

Ask a friend or family member to proof read your CV give you honest feedback. This is more effective than relying on a spell-check alone.

You'd be surprised what a fresh set of eyes can pick up!



**Remember to
download a
copy of our
CV template!**