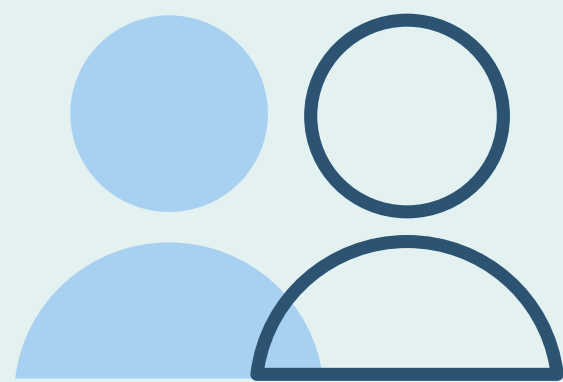


Getting Your CV Ship-Shape

It's important that your CV contains the important information a recruiter or employer needs, in a clear and well-presented way, is pivotal. Get the basics right by following these simple tips.

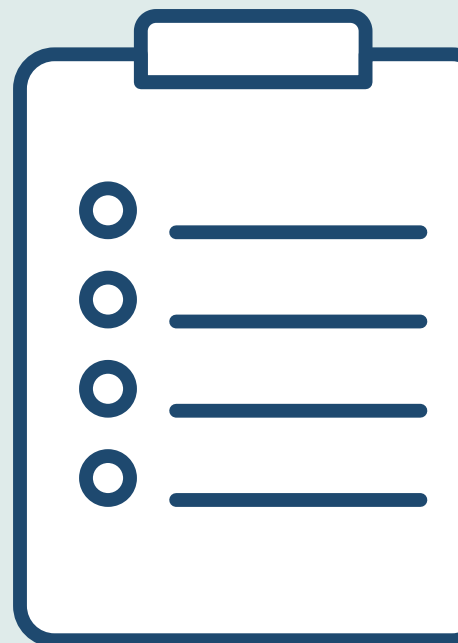
Address and Contact Details

A recruiter or employer wants to know where you live in relation to the role. Ensure this is included on the front-page along with your contact details. You'd be surprised how many people forget to put their mobile numbers in!



Front Page: Table Employment Summary

This gives the reader an immediate snapshot of your experience. You can then go into further detail on each role later.



Front Page: Education Summary

Like the Employment Summary, list your education on the front page.



Consider a Brief Company Description

Unless you've worked for Google, Telstra, Facebook, or other very well-known brands, you should consider adding a 1-2 line description of each company you've worked for. This is particularly important if the company is relevant to the job you're applying for, but might not be obvious in the company name.



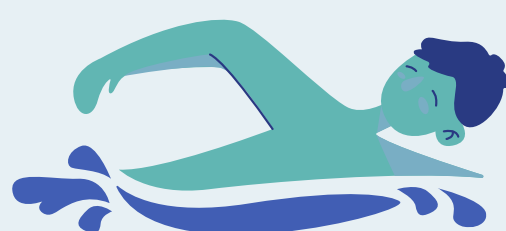
Responsibilities & Achievements

Break down each role into parts; responsibilities and achievements. Use bullet points to help keep the information clear and succinct.



Humanise Yourself

CVs can sometimes be pretty dry. Humanise yourself by including hobbies and interests at the end of your CV. This gives the reader a chance to understand what you're like outside of work, but could also reflect very well on your ability to do the role.



Use Our Sample CV

If you'd like to see a sample CV please email rebecca@crommelin.com and we'd be happy to send one to you.

