# Curriculum Vitae Preparation

Having a polished Curriculum Vitae (CV) is vital as it is generally the first point of contact between you and a potential employer and you want to make a great first impression!

Some important tips you should consider when putting together your resume are:

1.  ***Include necessary information**.* Ensure your resume includes your contact details, relevant education/training, past employment experience, skills and achievements.

2.  ***Use a professional email address.*** You may even want to consider creating a new email address for the purpose of job applications.

3.  ***Tailor your CV to the job you are applying for.*** This means removing any information that is not relevant to the job you are applying for. Additionally, this could also mean that you should add specific skills that you possess that are relevant to that job.

4.  ***Incorporate key words from the job description.*** When writing your CV, include  key words from the job description into your CV. Some employers use software that scans CVs to identify key words used in the job description to determine how good of a fit a person is for the position.

5.  ***Remove unnecessary details from you CV.*** This includes: health information, your religion and marital status. These details are <u>not</u> required on you CV – so save some space and use it to highlight more of your skills and achievements.

6.  ***Formatting is important.*** Set your CV out clearly so it is easy to read. Avoid using cluttered layouts, long sentences that are hard to read and colourful font. Consider using bullet points and a font size and style that is easy and clear to read. There are many templates online that can be used for ideas and guidance.

7.  ***Proof read before sending.*** Ensure you proof read your CV for spelling and grammatical errors.

8.  ***Keep it short**.* A well written CV does not necessarily mean a long CV; aim for no more than 2 pages.