

CV Writing tips and tricks

- Better not to include a photo unless it is important for the job you are applying for (advertising, radio etc).
- Avoid Cliché's and Buzzwords such as "*Hardworking*", "*Team Player*" and "*Flexible*"
- Use Action words such as "*Completed, Achieved, Established and Executed*"
- Quantify your accomplishments and achievements. Provide an actual number or percentage or ratio of the impact you have had in your previous positions
- Express your experience and relate it to workplace relevance
Example: Appointed Head Boy in Matric
Underlying Skill: Team Leadership and Interpersonal skills
- Don't include your references. Don't say "References upon request" either. Recruiters can request references if they are interested. This provides another point of contact with the recruiter and the opportunity to impress.
- Use the Job description of the job you are applying for, take key words and scatter them across your CV. This will assist you when your CV is being processed by ATS (Applicant Tracking Software)
- Strike a balance between being humble and modest and not appearing weak
- Do not need to include an objective statement. Feel free to do so only if you are lacking experience and content for your CV.
- Take note of the CV requirements for different countries. E.g., Germany requires a strict passport photo in the top right. UAE it is common to have long, embellished CV's
- For those with minimal experience, use transferable skills where possible. Here you can use your exposure to volunteer work, internships, sports etc.
- Use a design that is simple, clear and easy on the eye
- Use spellcheck and ensure there are NO grammatical errors on your CV.

For more information on CV writing, Cover letters, Interview tips and tricks, get in contact with us on info@objectivaconsulting.co.za or call us on 082 329 8301