

# How to Prep Your CV

## To Maximize Your Job Search

### CONTACT DETAILS

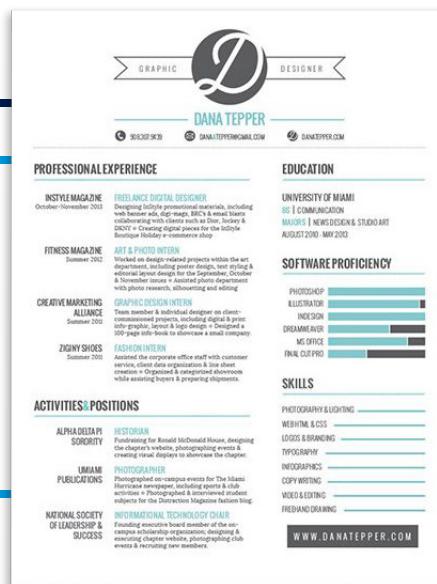
1. Make sure your contact details are correct & use a professional email address.
2. Choose a font & layout that is easy to read. Recruiters & hiring managers spend an average of just 6 seconds reviewing your CV - make those seconds count!

### OBJECTIVE

1. If you are going to include an objective, tailor it directly to the employers needs.
2. Avoid overusing formatting like bold, underline and italics.

### YOUR EXPERIENCE

1. List your duties at past jobs using strong action verbs.
2. Use strategic nouns. Often companies use digital databases to search for "keywords". Search for repeated phrases in the job posting and also types of software, certifications, etc.
3. Avoid a one-size fits all resume. Tailor the experience you list with the job's duties & skills.



### STATISTICS & NUMBERS

1. Using numbers, statistics and percentage help support & quantify your skills.
2. If you're going to use numbers, be sure your CV also covers your relation to impacting those metrics. Make them relevant.

### BASIC DUE DILIGENCE

1. Spellcheck. Spellcheck. Spellcheck.
2. Continually update your resume. Sending off an old CV looks unprofessional.
3. Stick to traditional fonts and keep to 9-12 pt. Using fonts that are too big looks sloppy.
4. List most recent jobs first, then skills & accomplishments.
5. Use bullet points - lengthy sentences are hard to read quickly.
6. Target around 400 words per page.