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## **The Winning CV**

### Structure

- Defining the basics
- Getting Started
- Presentation
- Dos and Don'ts
- Writing the CV
- Fast Trackers

### **Defining the basics**

#### Curriculum Vitae

- Detailed document that describes key aspects of an individual

#### Resume

- A short statement of the important details and facts about a person

### **Getting Started**

#### Understanding of the recruitment process

- Recruiters' pressures
- Huge no of CVs
- Elimination by scan reading
- Discard time wasting CVs
- Look for key words initially
- Presentation style makes or breaks you

## Presentation



Good

- Attract the recruiter to read the CV till the end
- Get an interview
- Conveys that you possess more skills
- Smoothly guide the recruiter to the necessary areas of your history
- Positive feel about you



Bad

- Hide most information from the recruiter
- Stop your CV from being read to the end
- Build a negative impression in the mind of the recruiter
- Convey to the recruiter that you will produce substandard work
- Untimely stop from going to the next level.



Do's

- Use a cover letter
- Start with general contacts
- Look for an outsiders opinion
- Ensure that whatever the advert is requesting for is included
- Look at the precision of the document
- Watch-out for your weaknesses
- Match the job profile
- Reflect about your strong abilities
- Coherence of your ideas
- Should be visually appealing
- Check for spelling mistakes
- White paper or light weight colors.
- Use simple English
- Personal agenda or what you will bring to the table



Don'ts

- Do not try to do it all yourself
- Personal details are not very relevant at the initial stages
- Do not pad your CV with research documents
- Poor grades
- Salary expectations
- Vacations
- Photos
- Personal details
- Political affiliations

- Do not include information that is humorous
- Do not send the same CV to many other recruiters
- Do not emphasize responsibilities but achievements
- Complicated English
- Untidiness
- Poor presentation of ideas
- Spelling mistakes
- Not knowing what the employer wants
- Irrelevant experience
- Annual turnover CV
- Failure to express self on paper



### **Writing the CV**

- Read through the job advert at least thrice
- Note down the key parameters that the employer is looking for
- Visit their site to find out more of what the prospective employer does
- Read around the subject area so you could gain knowledge and key words that will impress the recruiter.
- Write the first draft
- Read through / share with a professional for guidance



### **What should appear in the CV**

- Cover letter
- contacts
- Academic qualification
- Achievements
- Relevant experience
- Social life (responsibilities)
- Skills
- Honors & Awards
- References



### **Fast Trackers**

- Good writing skills
- Use of thank you letter
- Negotiation and networking skills
- Having a mentor
- Knowledge of self & what you want
- Good self expression and confidence
- Knowledge of the employer
- Harmonizing personal inspiration, job role and career development