

**Article:** 7 ways to rescue your CV

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Career Planet,

## 7 Ways to Rescue Your CV



Must-read tips from local career and recruitment experts to create a winning CV.

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### 1. Ditch the autobiography

"Long personal or biographical details sections are outdated in CV writing," says Joanne Wood of [Achieve Careers](#). "They take up lots of space and provide the reader with insignificant information. Key info can be included concisely within the contact details section of your CV. This should comprise your name (in relatively large letters) as the title of the document, email address and reliable contact number. It's also advisable to include this as a 'header' on all pages of your CV, so if any of the pages become separated, you'll still be contactable by the employer or recruiter."



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### 2. Keep it real ...

Liz Cowell, owner of [Vega Recruitment](#), cautions job-seekers to never falsify information: "Make sure your CV is completely up to date. For example, many people don't indicate whether they are currently employed or unemployed, or list the dates of their last position as 'Oct 2010 - present' when they've been unemployed for some time. Adds Norma Lipshitz of The Staff Room: "Also make sure your referee contact details are up to date, and include a landline number so the agency/employer can verify the companies you worked for really exist."

### 3. ... And relevant

"Your CV should only include information relevant to the position you're applying for," says Lipshitz. "Cover only the last five positions in which you've worked (if any) or the last eight years to keep things concise." However, for first-time job seekers whose CVs may look a little bare, include volunteer work, traineeships and sporting and academic achievements to beef up your profile, suggests Lipshitz.

### 4. Bullet-proof your resume

"Your CV should be written in bullet format, giving clear points of job description or duties for ease of reading," advises Pat Stewart, Managing Director of [Anchor Executive Recruitment](#). "If a CV is written in paragraph format, it can be difficult to read quickly and can be cumbersome for someone trying to get through a large number of CVs in a short time. Quick tip: avoid starting sentences with the pronoun 'I'; start with bullet points and action or power verbs instead.

### 5. Use the power of action verbs

Bring a dull CV to life with action verbs. They'll not only inject a bit of personality into your CV, they'll set you apart from the hundreds of other resumes that read: "I was responsible for..."

Good examples are: "Implemented the credit checking process" rather than "I did credit checks" or "resolved customer queries within 24 hours" rather than "looked after customers."

Other useful verbs include: negotiated, conducted, conceived, and delivered, shares Career Development Consultant Lynn Crossland, who notes that these verbs show action and accomplishment. Look for clues on the job advertisement, which will contain the key skills the employer is looking for. And stay away from the vague and overused. Rather than saying you're 'goal-orientated', for example, list the actual goals you accomplished in your previous roles.

### 6. Get CV compatible


Re-work your CV and cover letter to target the needs and requirements of each individual employer/job advertisement. "Sending out a hundred standard CVs won't cut it," says Zakiyya Essa, founder of [The Career Guidance Company](#). "Also remember to get someone to review these before sending them out to catch any grammatical or spelling mistakes. And make your CV and work portfolio 'internet ready' by creating an 'emailable' copy and pdfs - pdfs look the same on all computers, whereas Word documents can show up with strange formatting if opened with a different version of Word.

### 7. Make your resume recruiter-friendly

"A recruiter may be advertising several jobs at any one time," notes Stewart. "It can be frustrating to receive a CV without any reference to the position for which the person is applying." To ensure your application is considered, Stewart suggests the following: "If you're sending a general request for job placement, ask if it could be placed on a database to be considered for any relevant position (especially for administrative positions). However, most CVs are sent directly for a particular position, and the agent may receive up to 100 CVs or more for that position. If the CV is not clearly marked, it could be overlooked or screened out, wasting your time and effort." So remember to clearly mark the title, reference number (if listed), agent's name and source of the job opportunity, such as the website or newspaper where you first read about the opening.

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