

It could be your CV that is holding you back!

What can be said about Recruitment that has not been covered many times before? Good question!

Sometimes we just need to be reminded of sticking to the basics, and we have a few tips that could go a long way in helping you make that first impression, a lasting one.

It goes without saying that spelling is paramount, there is nothing worse than receiving a CV that is filled with basic errors. Mistakes can easily be avoided if you take the time to read through your CV, and luckily for those that are busy, there are spellchecks - I highly recommend using them (although keep in mind that *bare* and *bear* are both correct in the spellcheck laws). Your CV layout / format is also very important, it must be easy to read and inviting, there are many free CV formats available both on the internet and MS Word to choose from.

We are lucky to live in a country where human rights are of a high priority, no discrimination is allowed, use that to your advantage. In New Zealand, most Employers are more concerned about your most current experience, so go back 10 years in history at the most, anything longer than that is not really relevant anymore, and could possibly give away your age before you have even had the chance to impress.

The same applies to age, race, gender, and whether or not you may be pregnant - legally, none of these 'labels' matter, however many people are subconsciously biased, so rather take away those biases' by removing that information.

We should not be judged by what we look like or how old we are, which brings me to my next suggestion - do not include a profile picture, unless you are considering a career in modelling or acting, as again - people will subconsciously judge you.

Generally speaking, no two jobs are exactly the same, so when applying for an advertised role that outlines "About You" / "Experience Required", look at your CV objectively and think about how you can adapt your CV to highlight your relevant skills.

An example would be if you have previously had a Sales Representative position, then changed careers to an HR Advisor, but realising that you prefer sales - adapt your CV to highlight your applicable experience. Obviously, you cannot make things up and it is not ethical to delete experience so rather focus on attracting the Recruiter to skills, experience etc. relating to the position that you are applying for.

Whether or not you are going to include a cover letter, take the time to think about why it is that you are applying for a specific role - what is it about that advert that makes you think "I want to work there?".

Many people just apply for a position (even if they do not qualify) in the hope that they will strike it lucky or apply out of sheer desperation. This not only wastes your time but also shows the recipient that you either have not given thought around the application, or even worse - not even read the advert. Not a good start. If you do include a cover letter, have a good look at the advert, how it relates to you, what it says about the company that you are applying to, and how you would be a good fit - research the company prior to applying and then sell yourself! Highlight your relevant experience, skills and qualifications and explain why you feel that you are the best fit to the organisation and role.

Examples of CV formats:

Full Name
 emailaddress@domain.com 0000 000 000 Suburb, State, Postcode

Key skills

- Skill one
- Skill two
- Skill three
- Skill four
- Skill five
- Skill seven
- Skill eight

Education

Course or qualification
 From Institution Name
 Completed YYYY

Course or qualification
 From Institution Name
 Completed YYYY

Summary

This is your elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

Career history

Role Title at Company Name
 Month YYYY – Month YYYY

Overview of role in 1 to 2 lines

Key responsibilities

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

Role Title at Company Name
 Month YYYY – Month YYYY

Overview of role in 1 to 2 lines

Key responsibilities

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

Interests

- Insert 2 to 3 interests

References

Available upon request

AR
Alice Robinson
 CUSTOMER SERVICE MANAGER

PROFILE

These few lines give the employer a quick overview of your skills and experience. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

WORK EXPERIENCE

ENTER JOB TITLE HERE
 Company Name 2010 – Present

These few lines give the employer a quick overview of your skills and experience. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

ENTER JOB TITLE HERE
 Company Name 2005 – 2010

These few lines give the employer a quick overview of your skills and experience. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

EDUCATION

YOUR HIGHEST RELEVANT EDUCATION
 Institution Name
 2000 – 2002

EXPERTISE

Social Recognition
 Creative Thinking
 Judgment and Decision Making
 Management and Building Teams
 Team Management
 Active Learning
 Reading Comprehension
 Oral Communication
 Oral Communication
 Oral Communication

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SKILLS

Microsoft Office
 Photoshop
 Web Design
 Mac & PC Systems
 Facebook & Twitter
 3D Photo Studio
 Email Your Skills Here

WORK EXPERIENCE (CONTINUED)

ENTER JOB TITLE HERE
 Company Name 2010 – 2014

These few lines give the employer a quick overview of your skills and experience. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

ENTER JOB TITLE HERE
 Company Name 2005 – 2010

These few lines give the employer a quick overview of your skills and experience. Try to keep it brief and to the point. For some great examples of personal summaries, visit [this](#) to sell yourself in 25 words or less.

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 achievements

EDUCATION

YOUR HIGHEST RELEVANT EDUCATION
 Institution Name
 2000 – 2002

EXPERTISE

Social Recognition
 Creative Thinking
 Judgment and Decision Making
 Management and Building Teams
 Team Management
 Active Learning
 Reading Comprehension
 Oral Communication
 Oral Communication
 Oral Communication

Examples of Cover Letters:

123 Hollywood Road
 Toronto
 M5T 1G5
 Mobile | 416 666 6666
 Email | sally.green@integrity1.com

Please a variety of contact details.
 Please use your preferred contact details
 you check your answer phone, your email
 or your website

20 March 2011

Mr Smith
 Human Resources
 Company XYZ
 Private Bag 66
 WASTINGS, G12D

Dear Mr Smith

I wish to apply for the position of Marketing Assistant as advertised in the TradeMe website on 20th March 2011.

During my two years of study towards my Diploma in Marketing I worked part time in a Marketing Co-ordinator position for a locally based nationwide wholesaler and importer of sporting goods. The position gave me the opportunity to develop promotional material for retailers and the print media. I found I enjoyed developing promotional material and working as part of a team. The work was stimulating and challenging and rewarding particularly when products sold well and retailers commented on the quality of the advertising material.

Please find enclosed my curriculum vitae. I would welcome an opportunity to meet and discuss my application with you in detail. I look forward to hearing from you.

Yours sincerely

Sally Green

Use 'Track Integrity' if you know the person's name
 Use 'Track Integrity' if you only know the business name or business manager

Always sign your letter

Sally Green

Nona Chaturje
 710-2880 Eglinton Avenue East
 Scarborough ON M1K3J7
 Ph: 416-750-7969
 Email: nonachaturje75@gmail.com

Ms. Kyla Kelly
 Director, Child and Family Development
 YMC.A of Greater Toronto

Dear Ms. Kelly,

I am writing to apply for the position of Registered Early Childhood Educator at your childcare. I am a dedicated and qualified Early Childhood Educator with a passion for children's learning and care and experienced working with infants to preschool environments.

I have a commitment to providing exceptional care to children. As a supervisor Early Childhood teacher it is important to ensure that children receive the emotional security in absence of their parents. To facilitate this support I communicate with children frequently and support them according to their needs and ages. I have worked in varying childcare environments which has enabled me to develop the skills and qualifications needed to excel as an early childhood teacher. This is reflected in the excellent feedback regarding my performance as a trainee teacher from my supervising associate teacher. I am very eager to work with YMCA as it is the great work place that includes diversity, social inclusion and make a difference in the lives of individual and health of the community.

I believe that I would be a valuable addition to the team at your childcare centre and I am confident to help kids learn in a fun, creative and safe environment, and contribute to their growth and wellbeing. My resume is attached and I look forward to discuss the position with you further.

Yours sincerely,

Nona Chaturje

Armita Job
 121 Spruce Avenue
 Anytown, NS 12345
 900-123-4567
 armita@armita.com

February 11, 2010

Anytown Hospital
 456 Pine Avenue
 Anytown, NS S0S99

Dear Irma Kluff,

I am delighted with the opportunity to apply for the pediatric nursing position advertised on your hospital's website. My experience and education fit perfectly your qualifications.

Having earned my BSN degree from Anytown University in 2004, I have worked for Anytown General for the past five years in the pediatric care unit, a 25-bed facility. Working closely with physicians, fellow nurses, and patients' families, I strive to provide the best possible care for our patients.

Intensive in fast-paced environments and my attention to detail and multi-tasking abilities allow me to perform my duties with excellence. Please see my resume I have enclosed that mentions you. In fact I have received many perfect scores in job evaluations. My passion is cultivating caring and supportive relationships with my patients and their families.

May we discuss further my qualifications and experience and how I would contribute to Anytown Hospital? Please feel free to contact me at your earliest convenience at 900-123-4567.

My resume is enclosed. Thank you for your sincere consideration. I look forward to hearing from you.

Yours,
 Armita Job

Lastly: check, check and re-check your CV and cover letter before hitting that "Apply Now" button.



About the author

Liane Davies

Liane has extensive experience in Customer Centricity with a background in International Sales, Marketing, Business Development and HR/Recruitment. At Integrity1 Liane is responsible for Talent Acquisition internally and Payroll/HR Recruitment for our Clients. Liane also forms part of the Sales Team assisting with Business Development.