

CV 8 Tips To Make Your Stand Out!

As seen in:



Due to the Covid19 pandemic, your CV has never had to **work harder** to ensure you **stand out** ahead of the crowd!

Here's CV.CO.NZ's quick guide to ensure you have a standout CV for employers!

Tip 1 : Your CV is your 'BROCHURE' & must SELL YOU!

There is only one time in our society we are actually 'allowed' to tell people how good we are at something – **THAT time is the job hunt!** Your CV must 'sell' your skills, achievements and experience to the reader. It must be brief (2-3 pages), but have enough information to convince the reader to reach out to you and proceed to the next stage.

Tip 2 : Highlight Your Achievements

Imagine if the world's best golfer wrote their CV stating:

Occupation: Golfer

Responsibilities:

- Hit ball

- Hit ball again

- Tap ball lightly

- Tap ball into hole

this would **not sell** them to potential employers! It does not demonstrate their immense value and achievements that stem from this seemingly mundane activity. Don't just list your responsibilities in your CV, also highlight your key achievements, demonstrating how you have added value to your previous employers throughout your career. Examples include:

- Setting up or improving systems or processes
- Achieving or exceeding key targets
- Leading / taking part in special projects
- Coaching / mentoring other team members
- Receiving awards or winning competitions
- Developing any new or innovative products or services
- Receiving any written / verbal commendations
- Being awarded further responsibility

Remember to be specific in terms of %, \$, dates, times etc to make the example quantitative where possible.

Tip 3 : 'Mirror' your CV to the role!

Your CV needs to be able to be tailored to the needs of the reader, mirroring what the employer is actually seeking, rather than what we want to tell them. These points are usually found in the job advertisement and / or position description. Here they will say something like "The successful candidate will have the following skills and experience:

- Strong knowledge of SAP and MS Office suite
- Passionate about providing a high standard of customer service
- Able to develop trusted client and stakeholder relationships
- Able to work independently without supervision"

You want to 'mirror' the key points (i.e. in this example – proven SAP & MS Office knowledge, passion for customer service, excellent relationship development skills and the ability to work autonomously). When we do this, **we present ourselves as the 'solution to the employer's problem'!**

Tip 4 : 'Cheak youu speling nad gramma'

Nothing says I am unprofessional more than "I am always sure to ot the I's and cross the T's." (Yes this really happened in a CV sent to me!) Poor spelling is inexcusable in today's market.

Tip 5 : Make it look professional

Your CV needs to be more visually appealing than just black Times New Roman font. Search on the internet and seek out some cool templates, but remember to not use too much colour or try to make it too funky...

Tip 6 : Audit your employer contact points

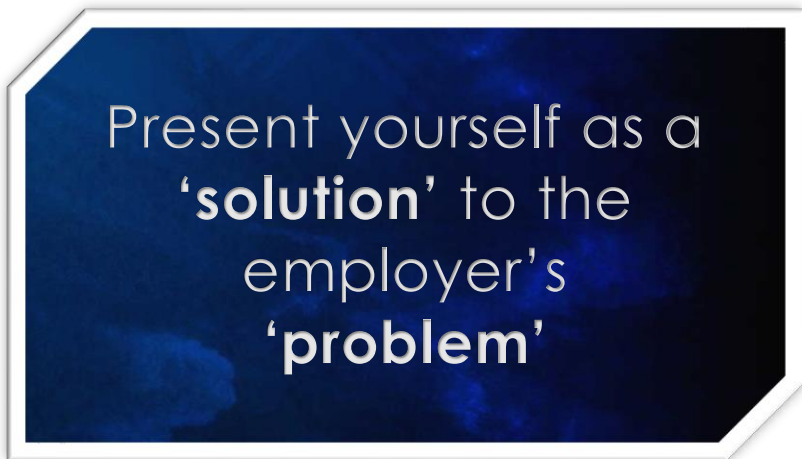
Check your personal voicemail message and your email address. A poor email address can destroy any chance you have with employment. Anything too personality driven (funkyfunkchick@gmail.com) or stupid (just_a_mess@gmail.com) is a NO GO!

Tip 7 : Audit your online presence

Check your social media and cull any 'dodgy' posts, comments and pics. Recent statistics state that 73% of employers check online sites such as Facebook, Twitter, YouTube, Instagram, Tik Tok, etc. prior to making an employment offer.

Tip 8 : Match your CV to your LinkedIn profile

Many people unwittingly miss out on proceeding to the interview phase, as there is a disconnect between a person's LinkedIn profile and their CV. Details such as dates, job titles and responsibilities must all match the CV, or there could be trouble ahead for your application!



Contact us

CV.CO.NZ can **create a CV & LinkedIn profile to help you STAND OUT!** We have been in business over 15 years and successfully created more than **10,000 CVs & LinkedIn profiles for clients in more than 50 countries!**

CV.CO.NZ (NZ) Limited (www.cv.co.nz) specialises in professional:

- CV Development
- LinkedIn Profiles
- Cover Letters
- 1 on 1 Career Coaching
- Personal Branding

Contact me Tom O'Neil on **0800 9000 91** or tom@cv.co.nz to talk further about how we can assist you in your career today!

If you liked this tool, please feel free to share it. Email me direct at tom@cv.co.nz for a FREE copy of our 'O'Neil Major Achievements Questionnaire, helping you highlight your achievements!



CV
.CO.NZ
Reach your potential