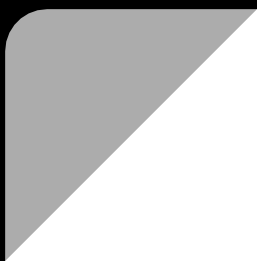


NEWY' S

CV CHEAT SHEET

TIPS ON WRITING AND FORMATTING YOUR CV



The following pages contains tips to help you format your CV to **stand out** and cut through the sea of CVs a hiring manager or recruiter receives.

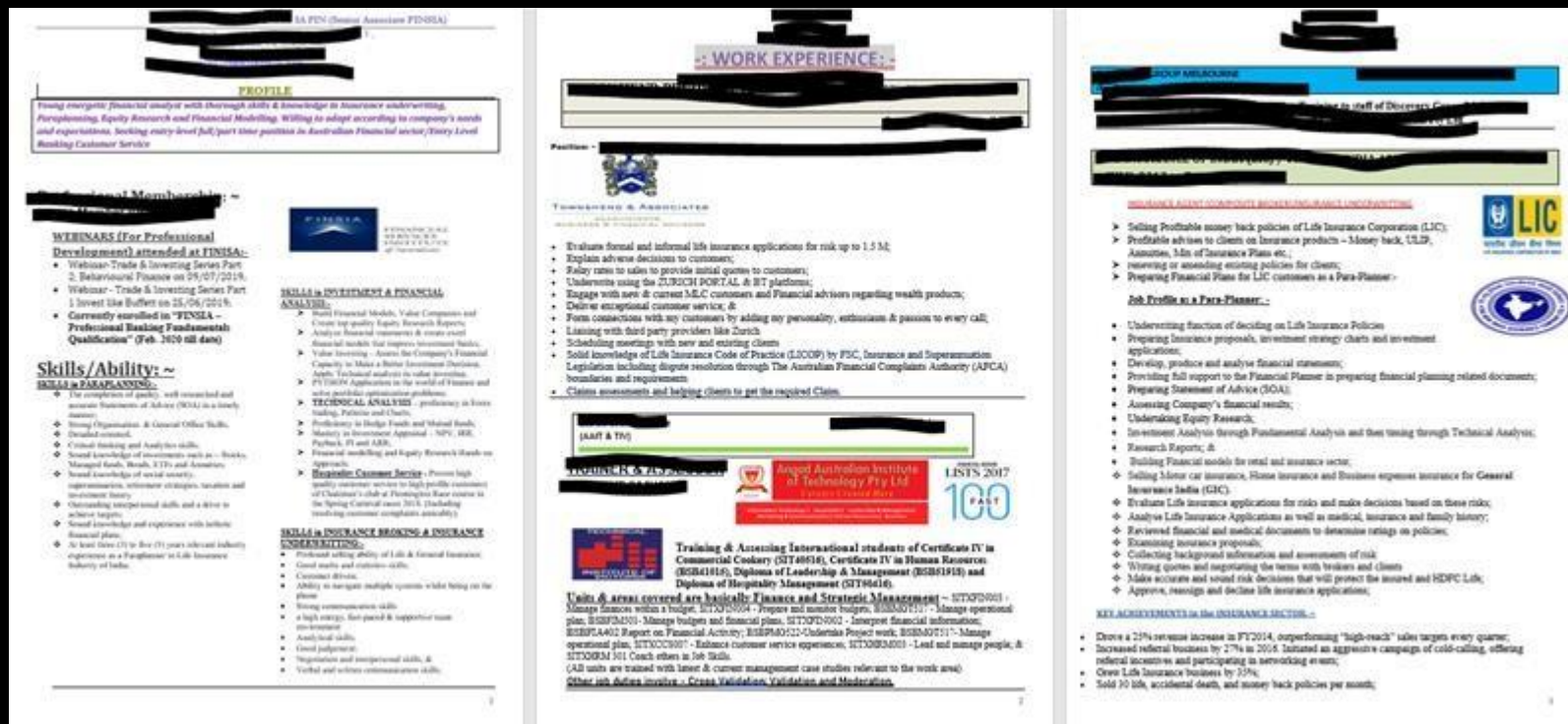
You can use this cheat sheet to benchmark how your CV fares in terms of important information about you, regardless of where you are in your professional journey.

Ultimately, the aim here is to help us help you get noticed!

YOUR OVER-FORMATTED CV IS DOING YOU MORE DAMAGE THAN GOOD!

Recruiters and hiring managers are time poor so it's really important that your CV communicates who you are and your key skills in the simplest way.

You might think adding colours, banners, images and fancy formatting would help you stand out? Wrong. It makes it harder to scan and quickly take in the key words hiring managers are looking for.



DONT DO THIS!



CONTACT DETAILS

Add your details at the top of your CV with the below format

*[Your Name], [Contact Number], [General Area of Locality/Suburb],
[Residency/Citizenship Status]*

E.g. Mary Slamb, 0412 345 678, Footscray, Permanent Resident

Don't worry about photos, graphics, or banners on the side of the CV, they take up space and make it harder to scan



EXPERIENCE

Make sure you list your work experience in chronological order, with your most recent work at the top. Use the below basic template for each role;

COMPANY NAME

Your Title

Date you started – Date you finished

For each role, you could add a sentence that outlines the service, product or skill your employer sells / offers and the service or skill you individually provided in that environment

- What you did in that role and how you did it
- If you had a particular job title (e.g. Desktop Support Engineer) but you took on **additional** roles that were more senior e.g. Senior Service Desk Engineer or Service Desk Coordinator, you should say “Took on the role of Service Desk Coordinator by doing [this task, and that task etc]
- Your wins, and how you got there. Why was it important to your team?
- **List the tools, tech stack, methodologies and/or skills you used in that job as keywords.**

KEYWORDS (really important!)

This is REALLY important because recruiters use keyword searches to find relevant CVs.

Keywords are what will really help you cut through all those CVs we receive!

The more keywords you have, more often, the better your cv will 'rank' in searches.

Some examples of Keywords are;

Sales Process

Microsoft Office

Logistics

Purchasing

Agile

CHRONOLOGICAL ORDER AND DATES

Again, it's important that you make sure your CV is in chronological as the reader scrolls down. Avoid creating one section in chronological order for work experience in your chosen profession, and another section for another industry. Just one, starting from most recent, going back in time!

Are there chronological gaps, jumps or dates missing? What did you do in those missing dates?

We want to know if you worked in a different sector that utilises transferable soft skills. Did you do casual work/consulting to make a few ends meet? Did you take time to study full time? Did you prioritise being a parent, a carer for someone or did life throw a curve ball?

That's fine if it did, the people who deserve you won't judge, but we just need a sense of how that time was used, otherwise we think there's an error which implies maybe you don't have attention to detail.

EDUCATION & CERTS

Add in your Education experience using the below template, and make sure it's also in chronological order.

Education received

Institution

Date completed

Repeat this for any Education you have had above high school.

REMEMBER: If you're applying for a retail role, even in a music environment like ours, it's important to list relevant service industry experience. These include:

Retail, hospitality,
education, healthcare

INTERESTS & HOBBIES

It's also important to list your interests, hobbies or extra professional skills.

These are the things you choose to spend your own time and energy on outside of your career.

They indicate:

- who you are as a person
- what you value in life
- Your general outlook and approach.

On the basis we bring ourselves to work, a good recruiter will want to know these things so they can talk about how you might fit into the culture of their client. They also make great conversation points and create rapport! Work and life are all about relationships!

REFERENCES

References are like brand association so give us their name, their title, company and their relationship to you.

Sundar Pichai

CEO, Google

Line Manager

DO NOT provide contact details until requested, because there'll be some recruiters who will harvest that data and use it as business development

You're almost done, but before you send it off...

Check your spelling

check your grammar

& check for any other errors
before uploading your CV!