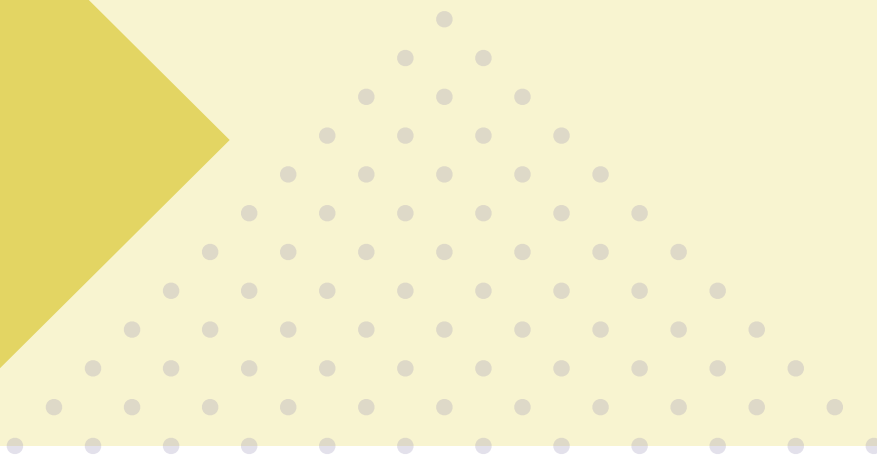


How to tailor your CV

When we say you have to “tailor” your CV, we mean that you need to adjust it to fit the particular job you are applying to. It will make your CV more noticeable than a general CV that doesn’t fit any particular role. A well-tailored CV will show the employer how much more suitable you are for a particular position than other applicants.



How to tailor your CV in 3 easy steps:

Step 1: Carefully read the job description and requirements of the role you are applying for. You will usually find it attached with the job advertisement.

Step 2: Identify the key skills and qualities that the employers is looking for. Print off the job description and highlight any 'required' or 'desirable' skills/ qualities / knowledge/ experience.

Step 3: Now that you know what the employer is looking for, you should change your CV to reflect those qualities and skills. But make sure you have these talents and aren't lying on your CV. The more closely your CV fits the job description, the more likely it is that you'll be selected for interview.

You should ideally be showing how well you match their requirements throughout your CV—For example, your Work Experience section could focus on responsibilities which are similar to those in the job description, your Education section could list Course Modules which match the required knowledge they've mentioned, your Extra-Curricular Activities could demonstrate how you've kept your commercial awareness up-to-date. However, to really grab the attention of recruiters, we recommend giving extra special care and attention to your Personal Profile and Key Skills sections, as these are often the first sections a recruiter will notice on your CV.

Give examples. Don't just list your skills such as 'Communication skills', 'Organization skills', 'Problem solving', 'Teamwork', or 'Leadership' without 'backing-up' these claims. Give brief examples (perhaps just a sentence) to explain how you have used each skill to achieve something (It doesn't have to be something you did day-to-day). This will help to convince recruiters that you really have these skills. Don't leave doubt as to whether your 'organisations skills' involve remembering to put your trousers on before you leave the house, or planning a concert for 50,000 people!