

## DJM PERSONNEL

# 6 KEY POINTS TO CREATE AN EYE CATCHING CV



### KEY POINT 1

The CV/resume should be approximately 2 pages long with your name and page number on each page.

### KEY POINT 2:

Include a cover letter with your CV or Resume - A letter highlights your best assets and needs to be written clearly and succinctly because the letter is used to assess your written communication skills. Keep your letter to one page in length.

### KEY POINT 3:

Emphasise and quantifying your achievements, accomplishments and outcomes.

The reader will be able to get a clear picture of what you have actually done to develop the skills they are looking for and the scope and scale of your involvement.

### KEY POINT 4:

A curriculum vitae (CV) or resume is a dynamic document that should be altered to emphasise achievements and relevant experience.

Include all your responsibilities, achievements and accomplishments that build a picture of your strengths and competencies across a range of skill areas

### KEY POINT 5:

It is vital to make a clear connection between your background and the work you are applying for.

### KEY POINT 6:

Wherever possible back up statements with concrete examples of what you did to attain the skills you are articulating.

**Your CV is marketing YOU to your new potential employer!**

In the noise of job applications - make your CV 'stand out from the crowd'.