

How to write a winning CV to get you shortlisted?

1. Unique Selling Point

While writing your CV, imagine that your potential employer is a customer and you are a business trying to sell your services. Exhibit all the unique characteristics that make you stand out from the rest.

2. Do the research

Look for similar jobs online, list out the most popular requirements and connect them with your knowledge and skills.

3. Include keywords

Using suitable keywords would help your application to beat the rest because most CVs do not make it through the digital screening process for it to be seen by a human.

4. Focus on quantifiables

Highlight your key skills on your CV so that the employer can cross-reference their requirements with your experience.

5. Highlight your wins

State any significant achievements of your life experiences or career wins to show how you have made a positive impact.

6. Respond like-for-like

To convince that you are the best fit for their organisation, the skills you mention should match the job description of the position.

7. Create a personal connection

Mentioning your volunteering experience and interests will increase the chance to connect with your potential employer on a personal level.

8. Include referees

The potential employers will contact your referees to verify your capabilities and work ethics. If you do not want to disclose their names, you may state 'Referees available on request.'

9. Be honest

You must be able to prove every fact that you claim on your CV with appropriate evidence. So do make sure that there aren't any discrepancies.

10. Keep it error-free

Review your CV numerous times until you are so certain that there are no typographical errors, formatting mistakes or ambiguous language. It is recommended that you ask someone to review it.



Bonus tips:

1. No need to add 'Curriculum Vitae' on the header; it is implied.
2. Avoid abbreviations.
3. Ensure that your CV does not look 'too busy', provide sufficient space in between, yet avoid huge spaces.