

CV TIPS





If your CV is a job description, you need to rewrite it! Your CV is a sales presentation that ends up functioning as your “ticket to an interview”. CV’s, if not written properly, can end up screening you out.

Your CV needs to be concise - understand many agencies and large companies scan CV’s for certain keywords. You need to include key words in your covering letter that will make the reader of your CV want to read further.

Don’t include anything important about your qualifications or experience in your covering letter that is not in your CV.



In the body of the CV, indicate any unusual responsibilities you've been given or examples of how you've saved the company time or money, or helped it grow. Include any special recognition of your abilities and keep your resume honest. Never exaggerate, embellish or deceive. Tell the truth about your education, accomplishments and work history as many companies run background checks which will confirm the information you have provided. If there are discrepancies, you will be eliminated from consideration. The following are common mistakes that could cause your resume to be screened out vs. help you schedule an interview:

01

If your CV is a job description that could be used by anyone who worked in the position.

02

Accomplishments are not listed for each job.

03

Resume contains errors: spelling, grammatical, dates, etc.

04

Major skills are not listed.

05

First job is listed first versus the most recent position.



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Thank you!

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