



Writing a Great CV



Why do you need a CV:

At the end of the day the resume is a sales tool which assists you to get in front of a prospective employer. If the person reading the CV does not find what they want within 15 seconds you are likely to lose their interest and not be selected for a discussion/interview. The quickest way to lose their interest is by being overly wordy with very few numbers and lacking a simple structure.

Remember the person who reads the CV may or may not be technically minded or trained and will look for stand out elements which is why you should provide names and numbers. Factual key achievements will provide the reader something to hang their hat on other than who you worked for or the role you had – remember sometimes job titles are misleading.

Format:

Traditional Australian CV's are 3-6 pages +/- Cover Page

Use a simple traditional font and try not to use *Italics* or overuse underline and **bold**.

All information in the resume or cover letter needs to be written in professional business language. It is also likely to be the first opportunity for a future employer to assess your written language skills which will be a core element of most white collar roles today.

Cover page or No Cover page?

If a cover page is requested provide one and make sure it provides the requested information. For a general application a cover page can be helpful if you have specific experience, qualifications and skills the employer is asking for but remember to be concise. At the end of the day all of this directly relevant information should be included in the resume body and relatively easily found. This is not an opportunity to provide a life story or be overly familiar.

Here is an example of a basic information and optimum sequence of data. We have [provided additional hints and directions](#) in colour – do not use colour in your actual resume.

#1 Personal Details:

Personal contact details – Name, contact number and email address which you will be happy to receive contact from prospective employers as a minimum.

Generally, we would also recommend street address but not your date of birth. If you require and hold a visa for work include this information.

#2 Summary:

This is your elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point.

For some great examples of personal summaries, visit: [How to sell yourself in 25 words or less.](#)

#3 Education & Qualifications:

Provide your highest qualifications first and list the rest below that with the most relevant and recent next. Include Educational facility and dates.

E.g.

2002 – 2006	University of NSW Bachelor of Engineering (Civil)
2008	NABERS Accredited Assessor
2004	Green Building Council of Australia GREEN STAR ACCREDITED PROFESSIONAL

If you have a very long list of qualifications, put at the back of the resume. Do not include every little course you may have completed if the list becomes very long. If your qualifications are not ideal for the role you are applying for also put the section after Career History.

#4 Professional History:

11/2014 to Present

XXX Company

Role: Senior Development Manager

You can bold the above details but usually use one size smaller font than the already highlighted headings. This will provide a simple differentiation between what employers



usually look for first, i.e. who you worked for in what capacity and for how long.) Do not cut and paste from your position description – This will be obvious. Also do not just repeat word for word in each job even if they are effectively the same role.

If you have worked for one company for several years in more than one capacity, then list the total employment period and company and then under that each of the roles you worked. The same can be said for where you worked as a contractor with a number of subcontract employment arrangements.

#5 Duties & Responsibilities:

(This is used to elaborate on effectively what you were employed to do. Don't include every item as it will be too long winded but at the same time ensure the key, critical or most impressive responsibilities are included.

Try and be factual so provide details such as staff numbers you may have managed, the scope of the project/facility/portfolio such as m2 and value. If it is premium or A-grade make note of that.) Once again use one size font less than the heading.

E.g.

- Responsible for a development and delivery of 3x A-Grade commercial office towers (addresses are great) totalling 76,000m2 lettable area
- Directly managed and led a team of 6 with an additional 12 staff plus contractors

#6 Key Achievements:

This should be eg 3 items. Make sure they are factual, relevant, and quantifiable.

#7 Projects (if relevant):

Include the Project details you've worked on: Name, size, sector, \$, along with your specific responsibilities on that project ie. Masterplanning, Acquisition, DA submission etc.

Repeat the above steps for each of your employment positions.

#8 Core Competencies:

This is an opportunity to match your skills to the position/industry/organizational requirements.

#9 Computer Literacy:

List relevant skills e.g:

- Microsoft Suite including Excel
- Archibus
- Maximo
- SAP

#10 Personal Interests:

At your discretion – not critical. Definitely keep this short and non-controversial.

#11 Referees:

Supplied upon request

Remember to have a greater emphasis and level of information for those roles which are most relevant to the one you are applying for and try not to provide more information for a role you were in for say 6 months compared to one you were in for 6 years. Try not to leave out roles due to their short nature as this can and will be seen as hiding something if and when they find out. If the role was a contract, make sure it is listed as a contract - employers look more favourably on short term stints if they are contracts than permanent roles especially if there are a number of them.

Please refer to our Guide "A GREAT CV EXAMPLE"