

Crown Careers Centre
CVs and cover letters

Taking time to write the best CV and cover letter you can is crucial to clinching the job you want. Our advice and templates are a great starting point. But, if you're in a rush, try these ten CV tips for size:

1. **Make your CV reflect the job description of the job you're applying for.**
If it asked for five main qualities, make sure they're on the first page.
2. **Put your name on each page of the CV.**
Pages can get detached, plus it's easier for the employer.
3. **Reflect the words used in the job description and job advertisement.**
If they talk about "human resources" don't refer to your time in "personnel".
4. **Put down your highest level of appropriate qualification.**
Unless you are just starting your career, you don't need to put down your school.
5. **Highlight achievements relevant to the position.**
You could say: "was a member of the top billing sales team in the country".
6. **Write a "Career Objective" for each of the different roles you are applying for.**
For example: "A degree-qualified researcher specialising in European and legal matters."
7. **Don't leave out useful skills.**
The fact that you can speak French, have a computer driving licence or regular driving licence are all worth putting down.
8. **Tailor each CV to the job you are applying for.**
For example, if you apply for the same role in a large firm and with a niche player you will want to produce two different CVs. The first will highlight your experience working for large businesses; the second will demonstrate how you work in small teams.
9. **If you have gaps in your employment show your job history in years rather than months.**
But if it's a large period of time when you did something else, like had a child travelled overseas, you can stress the positive outcomes of these experiences
10. **Make everything positive on your CV.**
This includes learning from negative experiences. Your CV should convey a sense of vitality and confidence.