


My CV

CHERYL TONGE
I am an information designer helping to simplify complex data.

 BCIT
[Redacted]

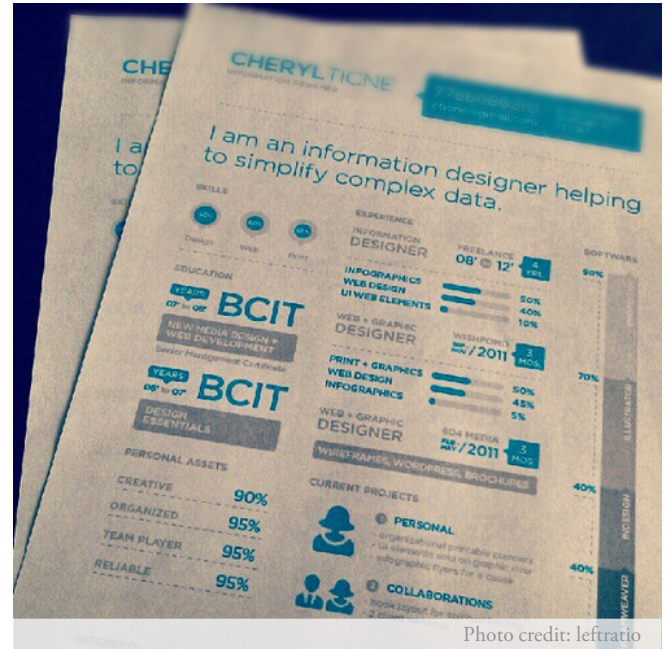
 BCIT
[Redacted]





A CV is...

a reflection of your work
experience, educational
background and skills
your personal marketing tool





Why a CV?

To get a job interview

To structure the interview process

To remind the employer of you

To justify a hiring decision to others





Before you start...

Why am I compiling this CV?

How can I target my CV?

What should I include in my CV?

How should I present my CV?





CV content

Contact information

Skills

Experience

Education



<p><u>EDUCATION</u></p> <p>RED LAND HIGH SCHOOL -COMPLETED MULTIPLE DESIGN, PHOTOGRAPHY, AND ANIMATION COURSES. -GRADUATED JUNE 2009</p>	<p><u>TECHNICAL SKILLS</u></p> <p>ADOBE CREATIVE SUITE: PHOTOSHOP, ILLUSTRATOR, ACROBAT, SOME FLASH EXPERIENCE. MICROSOFT OFFICE SUITE</p>	<p><u>WORK EXPERIENCE</u></p> <p>-10/2007 CURRENTLY EMPLOYED -SERVICE ASSOCIATE, GIANT FOOD STORES</p>
<p>HARRISBURG AREA COMMUNITY COLLEGE -COMPLETED VARIOUS DESIGN COURSES -STILL ATTENDING UNTIL ASSOCIATES DEGREE</p>	<p>QUARKXPRESS</p> <p>MOTION GRAPHICS ADOBE AFTER EFFECTS, SONY VEGAS 3D MODELING: AUTO-CAD, SOFTPLAN FLUENT IN MAC AND PC</p>	<p><u>RECOGNITION</u></p> <p>LIVING ARTS FESTIVAL RED LAND HIGH SCHOOL 2008-2009 SCHOLASTIC ART CONTEST 2005/2007 HONORABLE MENTIONS</p>

x. 

Photo credit: L Hollis Photography



Effective CVs...

are comfortable to read

focus on your positive

contributions

show what you know and can do

describe your accomplishments

are neat

are free of grammar and spelling

mistakes

show your interest in and

enthusiasm for a specific position

and organisation





Ineffective CVs...

are cluttered and too lengthy

contain irrelevant personal and other information

contain incorrect contact details

are decorated with borders and irrelevant images

are clearly bulk mail efforts and not targeted for a specific position and organisation





Never...

lie on your CV





Power of keywords

Use keywords to make sure that your CV is aligned to the requirements of a position

Analyse job ads for key skills and experience needed

Analyse organisational documents for further keywords



Photo credit: Bohman



Getting started

List 3 things you are proud of and give an example of each

Brainstorm your major accomplishments - quantify your achievements where possible

Write a bumper sticker about yourself that reflects the one thing that is most important about yourself



Photo credit: jakeandlindsay



Getting started

Identify 3 skills desired in one of the fields you are interested in and write down how you already have developed these skills

Think about what others come to you for help and advice



Photo credit: jakeandlindsay



Getting started

Create an outline with headings that you will use in your CV

Just write down (or type) what you can think of for each heading (don't think about this)

Now polish your CV



Photo credit: jakeandlindsay



CV content

Contact information



Photo credit: MJ/TR



Organising content

Organise the information according to the impact you want to make

List work experience and educational background in reverse chronological order (start with the most recent)

List action words to describe your contribution to an organisation

Example

Education

Completed

Bachelor of Commerce (University of South Africa, 2009-2011)

Majors: Economics and Financial Accounting

Managing personal finances for others (Institute for Personal Financial Management, 12-15 October 2009)

Incomplete

Honours BCom in Economics (University of Pretoria, 2012)

Expected completion: November 2013

Example

Experience

Full-time employment

Project manager (FinBank, August 2011 to date)

Manage risk assessment project for treasury department

Project officer (FinBank, June 2009 - July 2011)

Compile budget reports for project manager in Risk department

Volunteer work

Fundraiser (Hope for Humanity, January 2008 to date)

Raise funds from the private sector for various projects related to this NGO



Your skills

Think of **any** experiences to identify your skills



Photo credit: iwaitaly



I have no work experience...

volunteer work

community activities (for example, sport, social clubs, church)

self-employment activities

study-related activities

(assignments, specific modules, student organisations)





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Photo credit: RISD Museum



I am awesome...

Think about how you can communicate your achievements
Mention accomplishments for each experience you list
Quantify your accomplishments where possible



Photo credit: Dani P.L.



Design

Use a "clean" design to focus on what you have to say

Save your CV as a .pdf file before you upload/ e-mail the CV.

Design is knowing what to do in order to make a difference.

abcdefghijklmnopqrstxyz
abcdefghijklmnopqrstxyz
abcdefghijklmnopqrstxyz
abcdefghijklmnopqrstxyz

Photo credit: anniki*



Applying on-line

Post your CV on-line on one of the many job search platforms available

Pay attention to guidelines on each site to design your CV optimally

The screenshot shows the Career Junction website interface. At the top, there is a navigation bar with the site logo and links for 'Search Jobs', 'Find Recruiters', 'Discuss Careers', 'My Resume/CV', and 'My Job Tools'. Below this is a search bar with 'Job Titles' and 'Anywhere' as default filters, and a 'SEARCH' button. A 'More Search Options' link is also present. The main content area is divided into 'Jobs by Company Sector' and 'Jobs by Location'. The 'Jobs by Company Sector' section lists various categories with their respective job counts, such as 'Admin, Office & Support (92)', 'Education (37)', 'Manufacturing & Trades (316)', and 'Sales, Security & Defence (19)'. Below the categories, there are four promotional banners: 'My Resume/CV' (Be found, Recruiters run over 1,000 daily Resume searches), 'Job Alerts' (Receive jobs in your inbox matching your job searches), 'Saved Jobs' (Save jobs to easily find them again), and 'Career eMag' (Read about career news and advice). At the bottom, there is a banner for 'R100 VOUCHER' with a 'CLAIM YOURS HERE' button and a link to 'EXCLUSIVES...'. The right sidebar contains a 'Recruiters' section with 'Agencies', 'Employers', and 'Advertiser Jobs' links, and a 'Who's Hiring?' section with logos for Standard Bank, SASA, GROUP FIVE, and others.



Some resources

www.indeed.co.za

www.careerjunction.co.za

www.pnet.co.za

www.careerject.co.za

www.jobrapido.co.za

www.careers24.co.za

www.jobs.co.za

www.jobmail.co.za



Beyond the obvious...

Depending on the type of jobs you wish to apply for and the organisation, you could think of more creative ways to present your CV...

- presumé video
- infographic CV
- LinkedIn profile

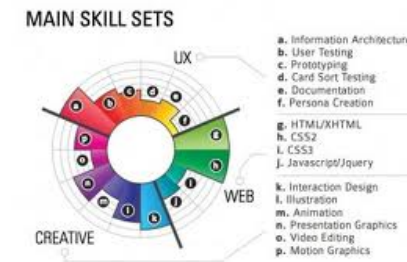
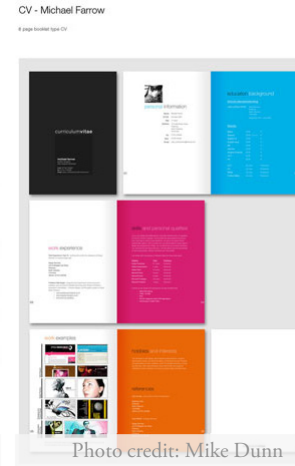


Photo credit: Mike Dunn



Explore more...

Visit our website at

<http://www.unisa.ac.za/counselling> for more
career- and study related resources



You may distribute,
remix, tweak,
and build upon this
work, as long as the
original creation is
credited

Talk to us...

E-mail: counselling@unisa.ac.za

Ask a counsellor: bit.ly/askcounsellor

Skype: unisacareers

We appreciate your feedback

We kindly request that you provide us with feedback about this presentation. Your feedback is confidential and all feedback will be collated to be used in reports without identifying you as an individual. Your feedback will help us to maintain a high level of service and to continue to improve our service.

Click on the following link to complete the on-line feedback form:

<http://bit.ly/XEWrzG>

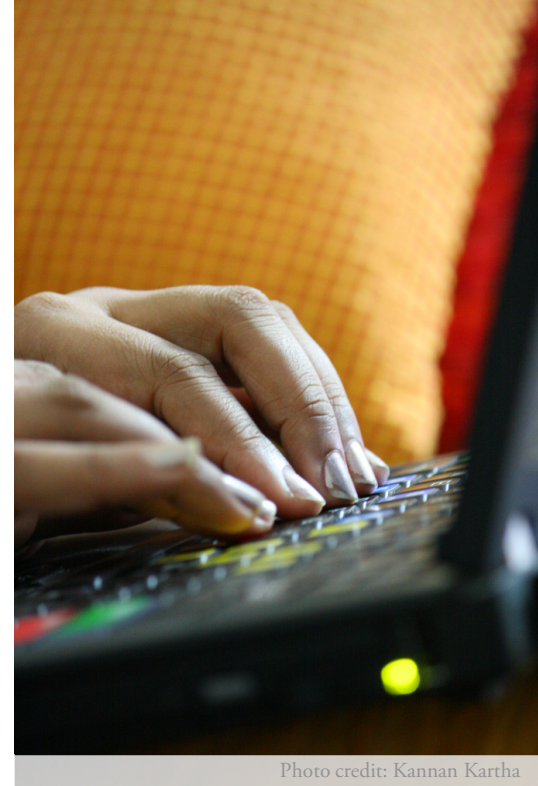


Photo credit: Kannan Kartha