My CV
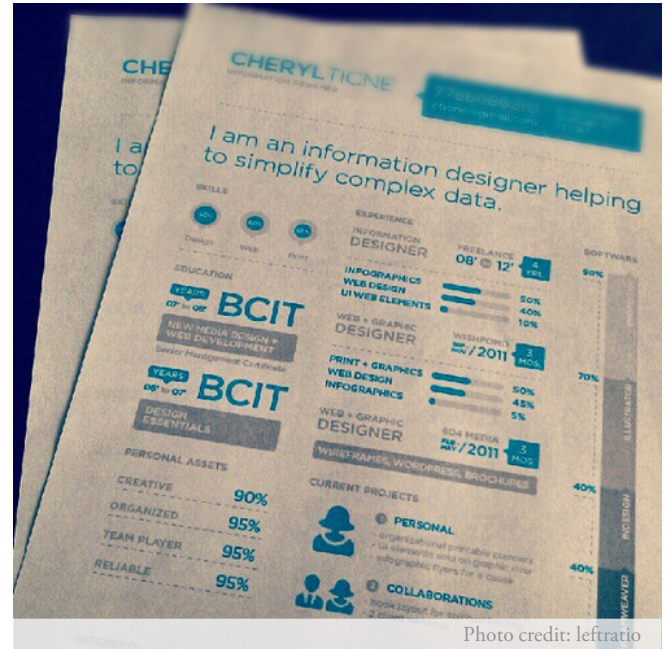
A CV is...

a reflection of your work

experience, educational

background and skills

your personal marketing tool

Photo credit: leftratio

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

Photo credit: pennstatelive

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?

Photo credit: jakeandlindsay

CV content

Contact information

Skills

Experience

Education

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

Photo credit: vernieman

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

Photo credit: o5com

Never...

lie on your CV

Photo credit: Mr Wabu

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

mycv

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

my**cv**

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)

Photo credit: iwaitaly

mycv

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)

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

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

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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...
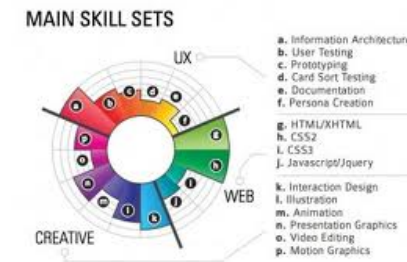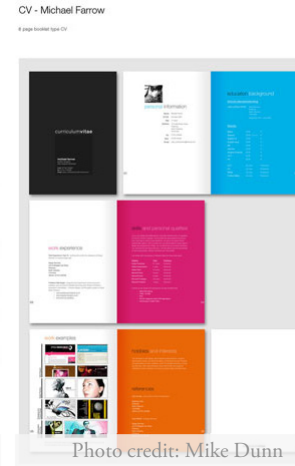
presumé
video
infographic CV
LinkedIn profile

Photo credit: Keith Ross
(http://www.youtube.com/watch?v=os_n3SG0dys)

Photo credit: try.gs

Photo credit: Mike Dunn

Photo credit: Mike Dunn

mycv

Explore more...

Visit our website at
http://www.unisa.ac.za/counselling for more
career- and study related resources

Talk to us...

E-mail: counselling@unisa.ac.za
Ask a counsellor: bit.ly/askcounsellor
Skype: unisacareers

myCV

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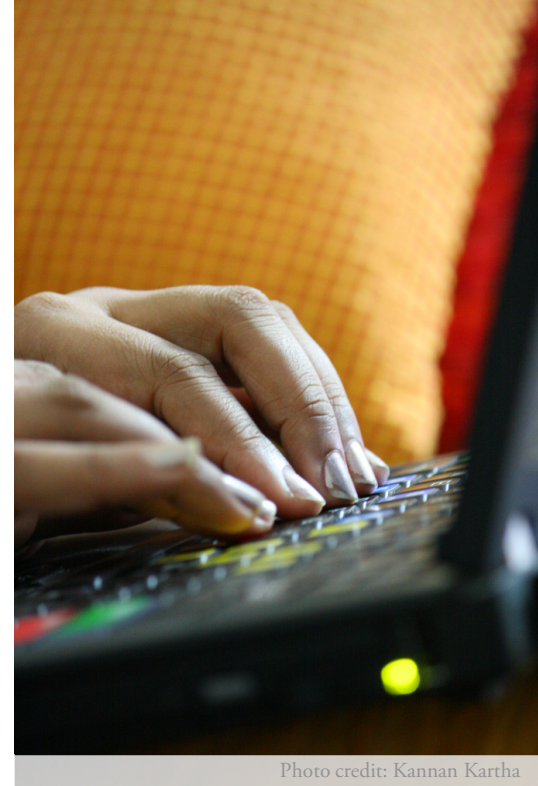
Click on the following link to complete the on-line feedback form:

http://bit.ly/XEWrzG

Photo credit: Kannan Kartha

mycv