

CV Writing

While job hunting, you'll find that you are asked to include a resume for just about every job application. So how exactly do you write a resume? Here at Madison, we have all the answers you need.

Where do I Start?

Begin your CV by thinking about all the information you might want to include. Break it down into key information.

Here are six sections that you might want to include, but what you decide will depend on you, the stage of your career and the role you are applying for:

1. Your name and contact details
2. Your career objectives, or a personal statement
3. Key skills
4. Employment history
5. Education details
6. Personal interests, hobbies, volunteering, extracurricular activities

Handling your History

There's a knack to presenting the jobs you have held previously:

- List jobs you have held in reverse chronological order, i.e the most recent job at the top.
- Include the job title, full company name, and dates you were employed in MM/YY format.
- Include reasons for obvious gaps, i.e. travelling
- Use the **1-2-3 Rule** for describing your experience and achievements.
- You should include all recent and relevant roles in your CV. Irrelevant short term roles can be left out.



Use the 1-2-3 Rule

The 1-2-3 Step rule is a method by which you can best describe your experience with a certain task or role, or your achievements:

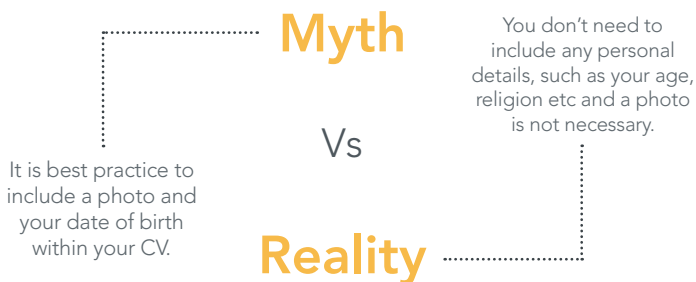
- Step 1.** What did you do?
- Step 2.** How was it measured?
- Step 3.** How did you do it?

You then put all three together like the example below:

- Average:** Customer Service.
- Good:** Provided excellent customer service.
- Great:** Provided excellent customer service by responding to clients via phone and email.

Education

- List your latest educational achievements and experience, working backwards in the same way as you did for your employment history.
- Include University, Polytechnics or other tertiary education institutes, as well as your high school.
- Feel free to include internal training and development certifications **IF** they are relevant to the job you are applying for.
- At the end, add any other relevant awards, or achievements.



Design & Formatting

- Thinking about getting creative? Remember, even if you are a designer, the most important thing to ensure is that your resume is easy to read.
- Choose a simple, professional font, in a clear colour, like black or navy blue.
- Use headings and bullet points to avoid paragraphs. No one wants to read big bulky text in a CV.
- Proof read and spell check it, and then do it again. Don't be the person that submits their resume with the classic 'Good attention too detail' mistake included!

Hot Tips

- The average time spent looking at a CV is five to seven seconds, so try to keep things simple, to the point, easy to read and eye-catching.
- Each CV should be tailored for the job you are applying for. We know it seems tedious, but it makes a big difference! You want an employer to look at your CV and think 'this person has the skills I need'.
- Avoid adding company specific acronyms or abbreviations.
- Detail the most relevant experience for the role you're applying for at the top of each of your previous roles.
- Add a hyperlink to your LinkedIn profile (and make sure your profile is up-to-date too).
- Optional: Reasons for leaving each role (but be diplomatic!).

Resume / CV Checklist

Is my phone number and email address correct?

Have I completed a grammar and spell check, twice?

Have I highlighted the skills and experience that make me suitable for this particular job?

Have I saved my document with a sensible name, and created a PDF (if stated, some employers and recruiters do prefer Word).