

# How to write a successful CV

The bottom line for you to write a CV is to get the job you are applying for, which makes this document a very important one.

A good CV will never be generalised like an all-purpose application. It would be rather very target specific written specially with that organisation in mind, matching your best talents and qualifications with the particular job's requirement. In other words, the CV should make it obvious to the prospective employer that you are the right candidate for the job. Remember that your CV is actually a key to the interview. Unless the reader feels interested enough from reading your CV, your key will not work; and unless you reach the interview stage, you cannot hope to get the job.

Hence, the CV should be written from the point of view of the reader. Also be aware that the prospective employer may get hundreds of applications. The ones which are best organised and brief will hold his/her attention. Keep the following guidelines in your mind when you write your CV:

- The CV should be accurate and correct
- Your contact information should be clearly visible on the first page of the CV
- Your CV should be typed in a easy-to-follow format, i.e. the headlines should be indented and in bold so as to catch the attention of the reader easily (this is very helpful when a person wants to get a fast look at your CV)

The best way to write about your experience is to write it backwards, i.e. the last job you had first and then the rest backwards chronologically

Though sometimes your achievements need to be elaborated to bring out the best fit, preferably they should be listed in a bullet point format. The bullet points should act as headlines in case you need expansion. Have a 'why I feel I am the right candidate for the job' headline on the very first page. Where you can, summarise the relevant information for the benefit of the employer. If you have had any skills development training or additional "hands-on" experience, be sure to include it in your CV. Your qualifications should be presented clearly and concisely starting with the highest degree and working backwards give two unrelated references (informing those named so they are prepared if the prospective employer contacts them) or mention that references would be provided if required. Do not forget to write your areas of personal interest, such as hobbies. If you speak other languages, and/or have additional skills which do not fall in the purview of the job you are applying for, list them under 'other information'; the more knowledge you have the more valuable you will appear - even if it does not have direct