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## HIGH LIFE SPECIAL

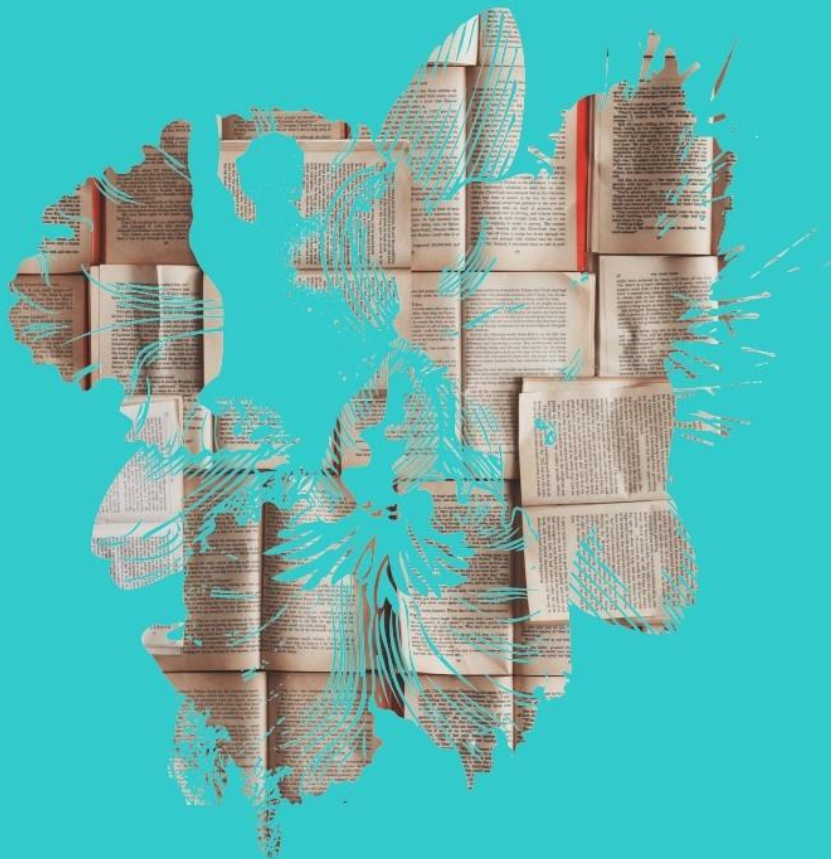
# #Create\_a\_CV

## DATA FRIENDLY VERSION

# Create a CV

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# Lesson One

## *What's in a CV*

### **Fundamentals**

The fundamental point of a CV is to advertise your potential, experience and available skills set to match the applied vacancy. The difficulty is deciding on what to include and what to leave out as this often is the only chance you have to present your suitability to the recruiters.

As your CV will often be one in a hundred that is sent in for a vacancy, you will want it to stand out and be noticed.

An effective CV will not get you the job but will aim to get you the interview you need to motivate yourself in person for the job you want!

### **Keep it brief!**

People get bored with a busy and extensive document, the more reading that is required the quicker they lose interest. Here are a few tips on how to slim down your CV.

- Layout and appeal – Add some colour and a thought-out structure to your document. Each segment needs to be well placed and well presented.
- Summary of Role – When detailing your previous jobs, keep it short and concise focusing on the speciality of your role.
- Tailor made – Don't be afraid to change up your CV for every application. This allows you to present you information in a way that you know will be well received by the hiring company.
- Highlight Skills – Add a section that emphasises the skills that you command and are an expert at. These are the characteristics you feel you tend to adopt in a role.

### **Personality**

Your CV is not an interview, so don't feel like you need to overindulge in the content you put in. If the company or recruiters want any further information they will ask.

Add some colour and flavour – Your CV needs to match your personality, if you are a bold and bright individual then your CV should reflect that. As long as it is kept professional and truthful then you will get the picture across of the type of character you are.

# Lesson Two

## *What's inside*

### **Check, Chec and Cheque**

As your CV will be reviewed and scrutinised by multiple people in this process, the last thing you need is a spelling error or even wrong contact info. You **HAVE** to check your content for any errors or misinformation as often as you can – Until your tired of reading about yourself!

#### **A few tips on what to avoid:**

- Omitting important info – If you have a blemish or concern on your CV that will affect your application, don't leave it out. Rather be upfront and accept the results than hide information and be seen as untruthful.
- Irrelevant info – Your new boss doesn't care if you have pets or enjoy playing table tennis. It can be charming and add a personal touch but is extra reading for an already tired person.
- Content errors – Spelling, grammar, and punctuation. You always need to check your stuff as an error does not help you case for attention to detail.
- Misleading info – Don't over exaggerate your skills or experience, be factual about the level of qualifications you have. Once again you don't want to be seen as dishonest.

### **It's all about me**

Don't be afraid to put in a dedication about your personality, work ethic and even ambitions. This short description of yourself is a window into your charisma and how you see yourself as a working professional. Once again it needs to be concise but with a personal touch.

### **Presentation**

If you want your CV to stand out, then the visual layout is key for a good impression. If you fancy yourself as a Graphic designer, then try putting it together from scratch. But like most of us we need a bit of help to get started.

Within Microsoft Word, you can download a host of templates that are perfect for a One-page CV. Each template has a mock-up of a CV, you simply need to replace the content and photo with your own. This makes the design aspect so much easier and looks great. We have attached a mock concept on the Educ'ish website as an example of a Photographer's CV.

In Microsoft Word, Go to File – New – And select one of the CV templates available

\*\*\*Initial Wi-Fi is needed to view and download the templates – But is stored on your device thereafter.

# Lesson Three

## Finishing UP

### Your good side

The information you put into your CV is all that the company has to work with, so make sure it holds the best reflection of you as an individual and what you bring to the table.

Focus on your strengths and your views on your abilities. We all have weaknesses but need time to work on them. So, don't focus on what you can't do but rather on what you do well.

### Development

All companies want to see how you are growing and developing yourself to be better at what you do. This does not have to always be formal education, but can be in the form of any course, life experience and even mentorship you have been through. Anything you feel has shaped your career and provided you with the tool's you command should be stated under your development.

### References

Out of habit, we always put down at least one or two references at the bottom of our CV. The idea is for someone that knows you to motivate why you would be a good fit.

Most of us wouldn't even think twice about it and would feel strange leaving it out intentionally. This is something you need to seriously consider – This form of character reference can make or break your chance for the job. If you have any hesitations of your reference not wanting you to leave your current job or lacking in a solid relationship, then rather leave them out.

Don't be afraid to put co-workers or even long-lasting clients.

**You need people that have seen the best in you and are more than happy to put up your name in lights!**

