

Essential Tips

courtesy of Co-Operative Education Center & Job Placement Center

CV TIPS

By Destenie Chua





Tips #1: CV is not a storytelling session

- Your CV goal is to be
 - Clear, Complete, & Concise!
- Be specific and targeted
- Share only the necessary, and only if it highlights your positive side

**“CV/Resume is
your marketing
tool.
Use it wisely.”**



Tips #2: Keep it Flawless; No errors!

- Make sure to **standardize** your...
 - Format structure
 - Spacing
 - Font
 - Font size
 - Spelling (eg: US or UK)
- Get it proofread by 2-3 people

Did you know, 61% of the time, CVs are thrown out because of spelling errors or typos.



Tips #3: Make it attractive at first sight

- Choose the right format to use

**“Your CV is your
frontline in first
impression.**

**Make sure it is interesting
to them so that they will
continue reading it.”**

1. **Chronological**
 - Best highlight your skill, experience & education
2. **Functional / Skill-based**
 - Skill-focused
 - Best for those with gaps in-between jobs
3. **Hybrid / combination**
 - Mixture of Chronological and Functional



Tips #4: Tell the truth and nothing but the truth!

- Only share what is necessary
Share things that will highlight your positives

“If you tell the truth, you don’t have to remember anything.” – Mark Twain

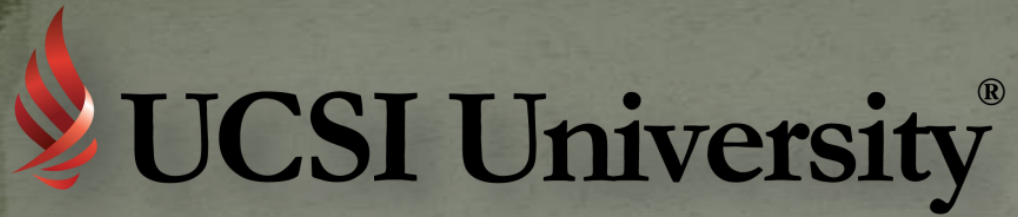
- Be Tactful
- Lying is never an option
- Refrain from saying negative things about yourself in your CV or cover letter



Tips #5: Knowing what to send

- Send your resume out and not your CV
 - **Resume** is 1 page; front and back
 - **CV** is more than 2 pages
- Make sure to attach your resume along with a cover letter
 - **Purpose:** To convey your interest in the position
 - **Showcase** your suitability and value

“Always send the PDF version. This is to ensure your format stays intact and so that no one can change your information.”



Tune in next week for more Essential Tips

courtesy of Co-Operative Education Center & Job Placement Center

