

5 Tips to help update your CV



Know your audience

The Talent Acquisition Partner & Hiring Manager reading your CV may not know you, the amazing work you've done or the skills you have.

Make sure your CV provides insights and specific details about you that are relevant to the role they're advertising.



Be clear & concise

You want your audience to quickly grasp that your level of experience & expertise is right for the role.

How? Use details that get to the point, make it easy to understand & pick a font that's easy to read.

Avoid cluttered layouts & lengthy paragraphs. Keep it simple.



Put the best stuff & experience, first

Have your most relevant experience in the first couple of pages.

That way you're giving your audience what they want upfront. It also makes it quicker & easier for them to learn more about you.

Avoid unnecessary details. It takes up valuable page space. **Do not** include your age, date of birth, marital status, religion or nationality



Just enough pages to showcase what's important

When it comes to CV length, one size doesn't fit all.

Nonetheless, avoid one-page CVs as it's hard to convey enough of the right details without cluttering up the page and making it hard to read.

Three to four pages is ideal - stretch to five if you're sure everything included is important to the role.



Can't read what you can't open

Save your CV as a .doc, .docx, or .pdf, so that it can be easily opened.

When saving your CV, use a filename that distinguishes it from the rest. Eg. Save it as "Sam Sample Resume" instead of "Resume".

It'll make it easier for your audience to find your CV amongst the other candidates' files.