

# What to include in your CV

**For some, the process of creating or updating a resume can be a daunting task. What is relevant and what should be left to the interview? We share Peopleconnexion's tips with you to help you get started.**

It's important to recognise that best practices for resume preparation can vary from industry to industry and role to role. Your recruiter can help you with any nuances existing within your space.

## Resume 101

Ignore the rule you may have heard that resumes need to fit on one page, if yours doesn't, don't try to make it fit. Use no more than 2 fonts and utilise bullet points to highlight quantifiable achievements and accomplishments. Succinct bullets show you're concise and can get to the point and understand how you are measured.

First impressions count. Perform a spell check before you hit send and make sure to remove any red lines below phrases Word does not recognise, as it will distract your reader.

Remove any obvious statements on your resume. Your potential employer assumes you will provide references on request, and you want to advance your career in the industry so there is no need to waste space on your resume stating the obvious.

Stay away from buzz words and vague statements. Instead, focus on providing concrete examples and achievements including metrics, data and quantifiable outcomes.

## Why should they hire you?

Answering this question and articulating achievements may be incredibly difficult to those who aren't accustomed to selling themselves. It is important to make sure you are communicating your strengths and your fit for the role, but remember the golden rule:

**Tell the truth. Don't embellish your assets, experience or qualifications.**

Take your most recent role and list out the 3 most important benefits that you bring to a new organisation above and beyond your colleagues. Put yourself in the shoes of your perspective boss, what would you say were the most important qualities for the position you seek. Why would a hiring manager choose to hire you over someone else?

### Examples and how to articulate them:

#### Work ethic

Include specific examples of projects pushed over the line or targets hit due to the work you put in

#### Technical abilities

List the projects of which you are most proud

#### Creativity

Showcase the projects that are your best work

## Before you hit send, ask yourself:

Have I run a spell check?

Are my strengths clearly listed?

Is my formatting clear, are the fonts legible?

How accurately do I fit the position?

## Cover Letters

Since most letters are sent electronically, the body of your email can serve as your cover letter. If you submit it as an attachment, it may not be read as most hiring managers will skip to simply opening the attached resume. Instead, have the body of your email serve as the cover and be sure to make it all fit in the normal sized window of an email preview screen.

Consider using bullets to list the two or three most marketable skills or achievements and bold the sentences or words that you want to stand out in the cover email.

## Questions to get the ball rolling:

- **How have you been promoted and what caused the promotion?**
- **Have you saved or made the company money?**
- **Have you trained others?**
- **How do you compare your results to others?**
- **What increases in responsibility have you had?**
- **What did you bring to the table in previous jobs?**

Remember, a great resume won't land you your next position but it could cost you the opportunity to even be considered. This information should serve as a starting point and your recruiter can help you through your resume preparation within your unique niche to help improve your ability to stand out and get noticed.

Let a Peopleconnexion Recruitment consultant review your resume for free and guide you towards an improved presentation of your experience.

**From all of us here at  
Peopleconnexion Recruitment,  
good luck!**

## Get in touch with a Peopleconnexion consultant for advice on your CV

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