

CV Tips and Links

Your CV is a professional document showcasing your skills, abilities and work achievements. If your CV needs updating and you don't know where to start read on for our tips, tricks and links.

PN Personnel recommend Jo Hazlitt at [CV Edge](#) for professional assistance to customise your CV. Get the edge with Jo – info@cvedge.co.nz

CV Tips:

CV Tip #1

Check your contact details: phone and email



CV Tip #1 - always check your contact details are correct. Your phone number and email are the two ways recruiters and employers will get in touch with you so they need to be up to date and accurate!
It's easy to accidentally type one digit wrong in your phone number. Ensure you can be contacted for every job opportunity.

CV Tip #2

NO PHOTOS PLEASE!
Not required.






 

CV Tip #2 - let the words in your CV paint the picture of you. Your CV is a professional document, unless you have had a professional photo taken specifically for this purpose, leave it out.

CV Tip #3

Promote your achievements with proof:
eg. increase of 60%






 

CV Tip #3 – achievements showcase your skills, abilities and commitment. Achievements can be work-related or personal and need to be detailed and descriptive. Prioritise your achievements so they relate best to the job you are applying for.

CV Tip #4

Do your research.
Find a company online, call them, ask questions.



CV Tip #4 - research the company you are applying for. Ask around about them, call them with a question. If you know someone who already works there, talk to them too. Look at their website, their social media, learn a couple of facts. Use these facts in your cover letter, in your CV and at your interview. Genuine interest, enthusiasm and curiosity are positive attributes to a potential employer.

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CV Tip #5

Always include referees who can verify your work ethic, skills and experience.



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CV Tip #5 - Referees provide valuable insight regarding your skills, experience and character. Always ask before you list someone as your referee and make sure you include their correct contact details (phone and email) so they can be easily contacted.

CV Tip #6

Check! Check! Check!
Have someone read over your CV for typos.



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CV Tip #6 – When you look at the same document for a long time, it's easy to overlook a simple error or typo. Run the spell check over your CV but also ask a friend or family member to proof your CV for you. Another set of eyes makes all the difference.

CV Blog Links:

[Is your CV short, sharp and to the point?](#)

[Get the edge with a tailored CV](#)

[Write your cover letter so it stands out from the rest!](#)

[How to create a professional CV](#)

[Create a transferable, skills-based CV](#)

You can find all our latest blog posts [here](#)