

Lecture 5 - CV

A **CV (Curriculum Vitae)** is a document used to apply for jobs. It contains your education, skills, experience, and other information relevant for the job application, enabling you to successfully promote your abilities to potential employers.

Unless otherwise specified, in Australia, your CV should not contain your photo, or information such as: gender, religion, age, political views, etc., because this is not relevant for the job. The CV should contain only relevant information for the job and should be tailored to a specific job. Also, the most important information should be placed on the first page, because the recruiters and the employers have very little time to read a CV, so if the first page doesn't contain relevant information, they don't continue reading the next pages. Keep your CV short and concise.

Use the exact same name you have on your LinkedIn profile.

The CV should contain the following sections:

In the top you should add your name, contact details (phone number, email address, LinkedIn link), then a professional summary, which is a paragraph in which you summarise the most relevant skills for the job, written in an interesting manner.

If you are a student or recent graduate, you probably don't have too much work experience, so you should start with your education, specifying the period, the name of the course and the name of the university.

Next, write a section about your work experience split in paid work and voluntary work. Write down the period in which you had a job position, the job title, the name of the company and its location, as well as the duties you performed and the skills you gained.

Other relevant courses and certifications can be added, as well as the relevant projects, awards and other accomplishments. It is also preferable to add the languages you speak and the level of proficiency. You can also add anything else you consider relevant for the job application.

The employers are also interested in finding out if you have working rights here in Australia, so the visa status is necessary to be added in your CV.

For each job application, you have to prepare a specific CV, according to which of your skills are relevant for that particular role.

You can have a master document with all the information about your activity so far, and every time when you want to apply for a position, just remove from the master document the information which is not relevant for that specific position, and the tailored CV is ready.

Good luck!