



# CV TIPS:

**Our tip,** keep it simple and easy to read! We know applying for jobs can be daunting and frustrating, that's why we thought we'd give you some helpful tips on how to structure your CV.

- Stick to a two-page summary.
- Be passionate about what you do.
- Be specific about your work experience.
- Refrain from using personal pronouns. Refrain from writing "I am a qualified," instead use "qualified Customer Representative".
- Use jargon relevant to the industry and job you are applying for.
- Examine what the job description wants and tailor your CV accordingly.
- Use colours to stand out, not too bold, but subtle.
- Use reverse chronological order: highlight the most recent position relevant to the role. Go back at least five years.
- Name your CV properly. Recruiters save your CV in a file to review later. Using the correct profile name allows them to find your application easily.

## TIPS FOR A SUCCESSFUL VIDEO INTERVIEW

With our new way of working, chances are you will have to be available for virtual interviews.

- If you haven't used video conferencing tools before, don't worry. There are a lot of reliable options on the market: Zoom, Skype, Cisco Webex Meetings, Microsoft Teams, and Google Hangouts Meet are some of the most widely used platforms.
- Find a quiet, private, well-lit area, free from possible interruptions.
- Ensure your internet connection is stable.
- Be on time and ensure your plugins work.

- Check that your computer's audio is working.
- Test your computer's webcam.
- Close any unnecessary web browser tabs and applications.
- When listening, nod and smile to show you are engaged – check your facial expressions!
- Choose points you want to get across to the persons conducting the interview.
- Use hand gestures when appropriate.
- Place your phone on silent mode.

## **PUTTING YOUR BEST FOOT FORWARD:**

- Ensure you are dressed neatly.
- Stay away from wearing colours that are unprofessional.
- Keep your make up professional with neutral colours.