

# CV Guide

Your guide to a stand-out CV so that you can land your dream job



Did you know that employers and recruiters generally take less than 20 seconds to decide if your CV is in the 'Yes to interview' pile?

Have you been applying for jobs but only getting an auto-reject email?

Did you know that you can still be a strong candidate for a job even though you don't have direct experience?

## The best CV for students, graduates and people transitioning to a career is a skills-based CV.

A skills-based CV highlights the skills you bring to the job. It helps employers connect the dots to quickly identify if you have the skills they are looking for. Your skills will jump out on your CV, so the employer doesn't have to interpret your experience to figure out if you're a good candidate.

### Where do these skills come from?

The skills you write about in your CV should match those in the job advertisement. Here are a few things you should do:

- 1 Copy and paste the job advertisement into a word document and highlight the top skills.
- 2 For each of these top skills, you will want to write a **STAR example**. Your STAR examples can be from your work, extra curriculum activities, school projects or voluntary roles as long as you can demonstrate you have got the skill.
- 3 Make sure you tailor your CV to both the job and the employer. Generic CVs land you straight into the 'No' pile, the same with spelling mistakes or wrong company names.

See our CV template example showing [As You Career Coach Suki Xiao's](#) CV. Suki was applying for an inclusive facilitator role in a community organisation. Notice the following:

- It's less than two pages
- Her skills come on the first page
- Her skill titles mirror the job advertisement
- Her skill paragraphs are STAR examples.