

TOP TIPS TO WRITE A CV

1. Start with name, address and contact details
2. Write a brief introduction about your self
3. Write a brief summary on your skills
4. Highlight your relevant experience
5. Write about your achievements and awards if any
6. Mention your training, education and certifications
7. Mention at least 2-3 references or you can mention references available upon request
8. Use the right 'keywords' to ensure your CV is picked up in word searches
9. Explain any gaps in your CV, and be sure to highlight the skills that you have developed
10. Don't include acronyms or organisation related terminology
11. Include two forms of contact, email and mobile
12. Spelling and grammar check - ensure you check your CV thoroughly for any spelling and grammar errors. Perhaps even consider having a friend or family member check it over for you as well

COVER LETTER TEMPLATE

FULL NAME

Dear (name),

I am writing a letter of interest in regards to the position in your company. Your company is known for its (write a short description of the company's uniqueness/market identity), which is why I am certain I would make a valuable addition to your team. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am confident that my experience in this field will be an asset to your company. As you will see on my resume, I have a proven record of achievements, which will allow me to make major contributions to your company.

I look forward to speaking with you to discuss how my experience and abilities match your needs. Don't hesitate to contact me should you have any questions. I look forward to speaking with you.

A stylized, handwritten signature in black ink, appearing to read 'signature'.

Full name

CV TEMPLATE



FULL NAME

PROFILE BRIEF IN 4-5 LINES

Education

YEAR | INSTITUTE NAME
DEGREE NAME

YEAR | INSTITUTE NAME
DEGREE NAME

Contact



Work Experience

COMPANY NAME. | YEAR -YEAR
DESIGNATION

- RESPONSIBILITIES BRIEF

COMPANY NAME. | YEAR -YEAR
DESIGNATION

- RESPONSIBILITIES BRIEF

COMPANY NAME. | YEAR -YEAR
DESIGNATION

- RESPONSIBILITIES BRIEF

Skills

- Analytic
- Communication
- Management
- Digital research
- Documentation



Award

YEAR | COMPANY/INSTITUTE NAME
AWARD NAME

YEAR | COMPANY/INSTITUTE NAME
AWARD NAME

INTERVIEW QUESTIONS TO PREPARE FOR

1- What are your strengths/weaknesses?

The best way to answer this question is to be direct. Discuss what you're good at and list your imperfections.

For example, "I'm perfect at analyzing data and looking for patterns. However, I'm not so good at planning ahead."

2-Where do you see yourself in five years?

This question is typically posed to see whether you plan for the future.

The best answer could be, "I see myself working at a fast-paced company that is constantly growing. I want to be challenged and have the opportunity to learn new skills. I also want to work with smart people that are passionate about their jobs."

3- Why should we hire you?

Your chance to show them what value you're going to add to the company.

Example: "I have the expertise and experience you are looking for. I have worked in a similar position before; my record speaks for itself."

4-What do you know about this company/organization?

One of the most essential first job interview tips is knowing about the company. You should do thorough research and show up armed with the following information;

The company's vision

Their values

Goals and objectives

Be specific and detailed while explaining these points.

5-Do you have any questions for us?

The interviewer will likely ask you if you have any questions for them at some point during the interview.

Asking questions is a great way to show your interest in the position. It also allows you to learn more about the company and what it would be like to work there.

QUESTIONS TO ASK A POTENTIAL EMPLOYER

1. What do the day-to-day responsibilities of the role look like?
2. What are the company's values? What characteristics do you look for in employees in order to represent those values?
3. What's your favorite part about working at the company?
4. What does success look like in this position, and how do you measure it?
5. Are there opportunities for professional development? If so, what do those look like?
6. Who will I be working most closely with?
7. Is there anything about my background or resume that makes you question whether I am a good fit for this role?
8. What are the long and short-term goals of the company?
9. What are your expectations for this position?
10. Is this a new position in the company?
11. Do you think I'm qualified for this position?

TIPS TO REMEMBER WHEN JOB HUNTING

- 1- Customize a cover letter (every time you apply for a job)
- 2- Follow up with an employer post interview. You could send an email like the one below

Dear (Employee Name),

My name is (Name) and I recently applied for the (Job Title) position. I'm very interested in this role and would love to hear how the hiring process is coming along. Let me know!

I look forward to hearing from you,

(Name)

- 3-Perfect your résumé. Make sure your name, contact details, skills and education are clearly mentioned. Keep it simple and to the point. Enter the right keywords and keep it concise, neat and updated always, as a PDF.

- 4-Secure recommendation letters from previous employers and mentors.

- 5-Sign up with LinkedIn Premium and avail their free one month membership. LinkedIn Premium help jobseekers to maximise their LinkedIn and optimise their chances of achieving their goals.