

Preparing your CV

01

Your CV is often an employer's first introduction to your experience, so it should make your relevant background and suitability for the role easy to understand. A clear structure and carefully chosen examples help the reader follow your career and see the contribution you could make to their organisation.

A clear structure for your CV

Your name
Phone and email

Professional summary

Employment history

Qualifications and skills

1 **Professional summary**
Introduce the background and strengths most relevant to the role, giving the reader a clear explanation of what you could contribute to the organisation.

2 **Employment history**
Describe your recent roles with specific examples of your contribution, helping the reader follow your career and understand the experience relevant to the position.

3 **Qualifications and skills**
Include relevant qualifications and technical skills, accurately describing your proficiency and checking that any licences or registrations required for the role are current.

Tailor your CV to the role

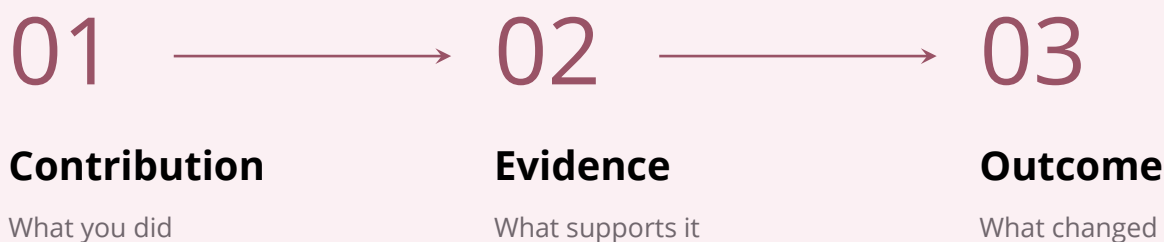
Read the job advertisement and position description carefully, then highlight the experience and skills that address the requirements using your own words to describe your experience accurately.

Make your experience specific

02

Use carefully chosen examples to explain what you have done, the evidence behind your contribution and the outcomes that are relevant to the role you want.

Build an example with evidence



Illustrative example

I introduced a shared onboarding checklist and clarified handover responsibilities, with feedback from new starters confirming that they received more consistent information.

Write a focused summary

Begin with a brief introduction that explains your relevant background and strengths, using specific experience to support what you can bring to the role.

Explain your achievements

Describe specific outcomes from previous roles, such as improving a process or delivering a project, using accurate figures where appropriate and explaining your own contribution to work completed by a team.

Make your history easy to follow

List your roles in reverse chronological order with job titles, employers and dates, briefly explaining any significant career breaks where helpful while keeping private details to yourself.

Include qualifications and skills

List the qualifications, licences, professional memberships and technical skills relevant to the role, accurately describing your proficiency and checking that any required registrations or licences are current.

Review your finished application

03

Review your CV as a complete application, checking the accuracy of the information, the ease of reading and the personal details you choose to share.

01 → 02 → 03 → 04

Accuracy

Facts and dates

Readability

Structure and format

Privacy

Relevant personal details

Permission

Referee agreement

Keep the content focused

Use straightforward wording, short paragraphs and relevant bullet points, giving the most space to your recent and relevant experience and removing repeated information or unnecessary task descriptions.

Check your contact details

Include your name, phone number and a professional email address, adding a LinkedIn link only if you choose to include a current profile that agrees with your CV.

Manage your referees thoughtfully

If referees are requested, choose people who can speak confidently about your work and obtain their permission before sharing their details, otherwise providing them later when the employer asks.

Use a professional layout

Use a readable font, clear headings and consistent formatting, keeping graphics, text boxes and decoration to a minimum and following the employer's instructions for file format and length.

Choose personal information carefully

If you choose to include your location, your suburb and state are generally sufficient, and your date of birth, marital status, photograph and full residential address are usually unnecessary.

Proofread before submitting

Check spelling, grammar, dates and formatting throughout the finished document, and make sure the details agree with your cover letter and any current LinkedIn profile.