

CV Profs' How-to Guide

Graduate Résumé (2021)

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CVs that get **YOU** noticed

cvprofs

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Résumé “How-to” in a “Nut-Shell”

A little something before we get into it

A well-executed Résumé achieves proven results and promotes you to the top of the pile. It is immediately noticeable and assists in creating the all-important positive first impression.

The below guidelines are served to help you in achieving a highly professional image.

The importance of using clear, concise and professional content in a Résumé cannot be emphasized enough.

“Your Résumé should focus on a position of your choice. In this regard, highlight your core proficiency, and professional strengths.”

Personal Pronouns do not have a place in a professional Résumé. **Do not use “I” or “we” or “me”.**

Remember that your professional Résumé is effectively a sales tool. Do not be shy in selling yourself, and most importantly, always be truthful!

Confirm without a single doubt that there are **no spelling, grammatical or punctuation** errors in the document. Ensure that your Résumé has no duplications.

“Equally valuable are your achievements, where actions of enhancement and new ideas are accentuated.”

As a vital security measure, it is important to note that your **ID number and full address should not be displayed on your Résumé.**

The chronology should start from most recent positions, achievements and educational details.

Your Résumé should be a positive record of your career. Do not refer to any negative experiences in your professional representation.

All reasons for leaving are **discussed at interview stage.**

Do not include references or certificates, those are presented upon request.

Each abbreviation should be explained upon first use, thereafter it is acceptable to abbreviate throughout the document. For instance: IAPP (International Association for Public Participation).

Let's get into a little detail

STEP BY STEP

STEP 1

Photo, Contact Details & Tag Line

Photo:

Select the image and do a right mouse click. Select "Fill" from the shortcut menu. Choose Picture from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image. Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

Contact Details:

Fill in your phone number, short address etc. by clicking on the available fields. Double check that your contact details are correct.

Tag Line:

Your targeted role/s – example "Legal Intern"

STEP 2

Profile Summary

Profile Summary is the first thing that greets the reader - make an immediate impact

Start with your most relevant capabilities, qualifications and experience.

For instance, "A dedicated and achievement-oriented Graduate with a BEng (Industrial) Degree from the University of Pretoria." or "An articulate BSc Biotechnology Graduate with three months' work experience and a solid skill-set in Analytical Chemistry, Biochemistry and Chemical Synthesis."

"Hot Tip: Focus on what you offer as primary, and what you seek as secondary. "

Ensure your profile has “beginning, middle and end” storyline, starting from most important hard skills and concluding with soft skills and capabilities.

And lastly - boast your top academic and leadership achievements here!

STEP 3

Qualifications

Important points to list under this section

Use the following format to list your qualifications, as per your certificate and latest - first: **[Full-Qualification-Name]** ; [Institution] , [Year-of-completion]

Include your qualifications and showcase your distinctions / achievements.

Illustrate your unique abilities here if you excelled at sports or extracurricular sphere.

“Hot Tip: Boost your image further into leadership roles and accolades.”

STEP 4

Work Experience

Start with your latest job first

It is important to use full, grammatically accurate and “typo-free” sentences when describing the responsibilities of your position.

“Hot Tip: Do in-depth research of your targeted role”

Beyond a Job Description to Adding Implicit Value

Applying our minds from what was once “given” (and thus not stated), to realising the hidden value you have offered through your work up to this point requires creative, critical and lateral thinking at its best.

So, let’s dig a little deeper: beyond your KPI schedule (which determines your job security, annual or perhaps quarterly raise and/or bonus), what did your daily workload entail?

Even broader: what tacit and proven value did you add to the firm beyond the immediate requirements of your Job Description (JD)?

In the added responsibilities or slight deviations from your traditionally stated role, what proficiencies have you honed and perhaps overlooked?

How to Mine and then Show your Worth

When translating your job spec into practical experience, routinely repeating your official role descriptors (given at employment entry) just seems drab. Take the time to reflect on how you added value that even YOU may not have been aware of at the time!

Wherever your strengths and soft skills contributed (whether in overcoming adversity or drawing diverse groups together or always being available at short notice to help out because of your super organisational skills), it is to your advantage – so spend the time in crystallising and wording these into your Résumé draft copy.

There is value in uniqueness – whether you’re batching together exercised, varied talents into your personal offering to the world of work, or really just possess that ONE trait which was called for across silos and units in the business.

STEP 5

Major Strengths

Key to Your Selling Point

List your hard skills first - from “operational support expertise” to “experience in comprehensive research functions”.

Include your proficiencies in “technical skills” (specify what your technical skills are), “negotiation talents”, “team leadership acumen”, “service and customer-centric capacity”.

Your soft skills need to follow “receptive problem-solver” “strong communication etiquette” “attentive listener”.

“Hot Tip: Always research the skills of your targeted role and include all the skills that apply to you”

The remaining skills that you do not yet possess - address in your covering letter by providing alternative similar abilities.

STEP 6

Personal Details

Your Personal Details should be displayed at the end of your Résumé

Here you are welcome to mention your special and even personal interests.

Your hobbies should be listed in short. For example - running, riding a bike and cooking is not a special talent unless you pursued this at competition level.

Only mention languages if you speak more than one.

“A focused Résumé is a winning Résumé.”

Résumé Focus

i.e., the position/s you are applying for

Back to Basics

So, having transported you to mining your creative potential, let's balance this with the hard nuts of reality.

Your studies matter – and so do your company courses. Don't leave anything out – and be very specific about what you were taught.

Continue, while you're hunting for that dream job, to build your skills – ESPECIALLY SO INTO YOUR DESIRED NEW ROLE – there are plenty of free, part-time online courses to get the ball rolling in the interim...

Most importantly of all: REMEMBER to write your Résumé projecting “your next move” in every iteration, i.e., you have been working towards the next level (or switch) in your career path, as clearly illustrated in your on-the-job and formally trained hard and soft skills development journey of recent times.

More on the importance of a Résumé Focus

Once you prepare your Résumé for a certain position, it is vital to be aware of the fact that – if you are applying even for a slightly different position, your Résumé needs to be adjusted accordingly in line with the application/s you are targeting.

YOUR RÉSUMÉ NEEDS TO BE RELEVANT!

Covering Letters

The proper use of highly effective covering letters

A successful covering letter should be adjusted and targeted for each application.

Use all key words from the advert to show the future employer that you have exactly what they are looking for.

Add a personalized touch to the document to make the letter unique – **don't get too personal**.

All “sensitive subjects” are discussed in the interview in a professional manner without “bad mouthing” ANYONE.

A covering letter can be used as an introduction letter in the body of the email when you submit your application.

Sell yourself effectively

Relatively new to the job market or to your current role? Finding your feet in a completely new role?

Well, depending on your preferential next role, zone in on achievements throughout your life and, wherever possible, showcase your versatility, adaptability and swift uptake of new information.

Applicant Tracking Systems (ATS)

Scanning of your Résumé to establish if you are a good fit “on paper”

Where to from here?

Research ATS in depth to accustom yourself with a successful ATS search criteria which is ultimately a critical keyword selection.

Careful seeding and accurate keyword placement shall ensure that you are recognised by all tracking systems.

Make an Astounding & Lasting First Impression!

Virtual Skills

Add extra edge to your Résumé with these latest Virtual Skills

- Cultural and diversity sensitivity
- Ability to connect with others
- Ability to listen and process
- Ability to communicate and explain
- Willingness to keep learning and re-inventing
- Data analysis and interpretation
- Independent problem solving
- Digital media literacy
- Creativity and innovation
- Collaborative drive
- Personal organisation and responsibility
- Independent and critical thinking
- Adaptability and agility
- Relationship building and people skills
- Resilience and responsiveness



Want us to write your Résumé?

Visit Golden Key link below to reach out to CV Profs for a quotation and we will write your professional Résumé for you.

<https://www.goldenkey.org/cv-profs/#>

Point of Difference & Quality Assurance

With experience since 2006, backed by sterling testimonials, we can proudly attest to our world-class Executive professional CV writing & editing services.

CV Profs caters up-to executive and top international level professionals.

Highly marketable, focused, and critical keyword driven; we strategically trail these guidelines to ensure your professional CV is noticed for being accurate, authentic, impressive, and influential.

Every project is tailor-made to each client and adheres to electronic screening and hand selection criteria.

Kick-start your Professional Career Boost with a Winning, Highly Effective and Unique “CV Profs” Résumé today!