

What makes a great CV?

When you apply for a new job, your CV will go a long way toward forming your all-important first impression in the mind of a potential employer. It will also help set you apart from your competitors. You can grab the attention of a recruiter or hiring manager and entice them to move you along to the next step in the process if you tell your story in a compelling way within a well-defined structure. What does that mean? Consider incorporating each of the following:

Contact details

Include your name, telephone number, formal email address and a link to your LinkedIn profile.

Personal statement

This should clearly spell out how your unique skills and experience align with the job in question. But remember that recruiters/employers must review many CVs. So, keep it short and to the point (no more than one paragraph). The goal is to provide just enough information to set you apart from others and entice the recipient to read further.

Skill Section / Key Achievements

Again, less can be more. Think back over your career to date and zero in on no more than a handful of highlights. Examples might include personally dealing with VVIP's, nominations for an employee award or perhaps your team's high score on a mystery audit.

Education Section

In reverse chronological order, list the schools or colleges you have attended, and the qualifications or degrees earned there.

Work Experience

This is your CV's core component. List 4-5 bullet points that outline your day-to-day activities for each position you've held. Whenever possible, explain how these experiences have prepared you for the position in question. You'll especially want to call attention to any new initiatives you might have implemented and their impact on your past teams' performance.

Hobbies or and additional information

This should include volunteer activities, awards, certificates, hobbies and other interests — especially if they are relevant to the job opening.

Quality Control

Before you submit your CV, ask a friend to proofread it. Make the required corrections. An error-free CV tells a prospective employer that you are committed to taking care of the details. That's the essence of hospitality.

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