

Comms 307/CAREER300 2022: Key dates and CV tips for applicants

Course application deadline: 2 Feb 2022

Final CV deadline: 9 Feb 2022 (if your CV needs editing we will give you feedback and you will need to get your final draft back to us by this date). See our CV tips below to make the process easier and avoid having to re-do your CV many times.

Internship Pitch Session (Zoom) 14 Feb: 12-1.30pm. We will send you more information about this later.

CV tips

Keep it relevant and succinct

Employers, and in this case, internship supervisors do not want to know your complete life history including what you did at high school. They are busy and will be skimming your CV to find just the relevant information- your goals, your **relevant** experience and skills for the role/project, what you are studying (incl key relevant papers/projects – in plain English not uni-code) and also what you are interested in-particularly if relevant- ie if you are applying for Restaurant Hub showing interest in food is important. **Rule of thumb- once you are finished your final draft, read it over again and think about what you can take out. Keep it lean. Don't waffle.**

Integrate your skills

Integrate your transferrable skills into your work experience rather than listing them separately. Technical skills such as Adobe Prem Pro etc should be separated out but no lists of communication skills, critical thinking etc. Show these skills in your experience using action verbs.

Make it look good

Have a really good go at formatting and layout. Is your information easy to read? Is it presented in a visually appealing way showing the creativity you say you have- a CV is a show rather than tell document.

Don't include

Postal address, high school, referees- a photo (recruiter feedback has pointed out that this can expose you to unconscious bias- however if you have a really good shot of you in action in a relevant way you can include it if you think it adds value to your CV).

Check and proofread – a lot

Make sure you don't have any spelling mistakes or clumsy typos. To employers this can indicate lack of attention to form and detail, sloppy work etc. If grammar is not your forte get a grammar buff to check it for you. If your writing doesn't flow well, your CV is going straight to the NO bin.

As you know, people just want to find relevant information as quickly as possible these days, so keep your CV succinct, relevant, lean, clear and easy to read. You need to put the effort into the writing/crafting your CV so it can be read effortlessly. This goes for most of your other written communication as well, so it's a good skill to master.