

TAILORING YOUR CV

THE RIGHT CV
FOR THE RIGHT JOB
MAKES ALL THE
DIFFERENCE.



WHY IT MATTERS

Employers want to see how your skills and experience match their needs. Tailoring your CV helps you stand out, get noticed and secure more interviews.



A TAILORED CV
SHOWS EMPLOYERS
YOU'RE THE RIGHT
FIT FOR THEIR
ROLE.



KEY STEPS TO TAILOR YOUR CV

- 1 Analyse the job description**
Highlight the key skills, experience and qualities the employer is looking for.
- 2 Identify your relevant experience**
Match your skills and achievements to the requirements.
- 3 Update your professional profile**
Adjust your summary to reflect the role you're applying for.
- 4 Highlight key skills**
Include the most relevant skills from the job description.
- 5 Tailor your work experience**
Use examples and achievements that show you meet the employer's needs.
- 6 Review and refine**
Make sure your CV is clear, focused and free from irrelevant information.

♥ CUSTOMISE. FOCUS. SUCCEED.



TOP TIPS

- ✓ **Use keywords**
Use words from the job description throughout your CV.
- ✓ **Be specific**
Quantify your achievements with numbers and results.
- ✓ **Show relevance**
Focus on skills and experience that are relevant to the role.
- ✓ **Keep it clear**
Keep your CV concise, easy to read and well-structured.
- ✓ **Avoid a one-size-fits-all CV**
Tailor your CV for every application to increase your chances.
- ✓ **Think like the employer**
Show how you can solve their problems and add value.

♥ RELEVANT. TARGETED. IMPACTFUL.



WHAT TO INCLUDE WHEN TAILORING

- ✓ **Professional Profile**
Reflect the role and what you can offer.
- ✓ **Key Skills**
Match the skills they're looking for.
- ✓ **Work Experience**
Highlight relevant responsibilities and achievements.
- ✓ **Education & Training**
Include qualifications that are relevant to the role.
- ✓ **Additional Information**
Add certifications, courses or volunteering if relevant.



FOCUS ON WHAT MATTERS
MOST FOR THE ROLE.

QUICK CHECKLIST



Does your CV match the job description?



Have you highlighted relevant skills?



Have you included achievements and results?



Is your CV clear, concise and easy to read?



Does it show why you're the right fit for the role?