

Squiggly Careers PodSheets

How to make your job application stand out



CVs that stand out are...



Easy to read



Easy to understand



Easy to pick out the best bits

The brilliant basics

- 1 Always share your CV as a pdf**
It means you don't lose any formatting when sending.
- 2 Use no more than two pages**
CVs are scanned for an average 6-8 seconds before people decide whether to dive deeper. Don't make the detail daunting!
- 3 See your CV as your 'best bits'**
Your CV contains your highlights rather than a list of everything you've done (think achievements vs describing your role)
- 4 Add keywords**
Pick out the top 3 soft/hard skills they are looking for in the job description and think how you can weave them in to your CV.
- 5 Reflect the role and company culture**
Think about what you can do visually with your CV to align with the opportunity (e.g. using the company colour palette to stand out.)

4 ways to make your job application stand out

- Personalise:** Make sure that you've reflected the key points in the job application in your cover letter, CV, online forms.
- What are the MOST important skills to showcase in your application? :** Use the top paragraph of your CV to showcase your super strengths.
- Put yourself in the shoes of the person/company:** What will impress them? Make sure you reflect this in your application.
- Include a covering letter:** If the process allows for one, it's worth doing. Keep it short, Why the role, why you, why now.

Your CV checklist (before hitting send!)

- Have I checked for typos?
- Is it jargon-free?
- Have I used the keywords?
- Is the CV personalised to the role?
- Is my CV consistent with LinkedIn?



Coach Yourself Questions




Ask yourself these 3 questions before every job application:

- ? Why me?
- ? Why this role?
- ? Why this company?

Leverage LinkedIn

- Make sure your LinkedIn profile is up to date / doesn't contradict your CV / covering letter
- A well written headline / short summary gives a great feel for who you are
- Ask for recommendations, these might help you stand out from everyone else!

Recommended resources

-  **Design your CVs with Canva**
Simple templates for CV creation
-  **Looking for a job? Highlight your ability, not your experience**
Ted Talk by entrepreneur Jason Shen about exploring your potential
-  **Using LinkedIn to boost your career**
Squiggly Careers episode #96