



Creating your CV

Get work-ready for a trade career

A CV is a document that gives you a chance to showcase yourself to a prospective employer. It lists your skills, experience and academic history to show case why you are the best candidate for the role.

Double and triple-check that you have created a great CV by using the check list below. You only get one chance to make a first impression.

My CV checklist

Details

Name, suburb and phone number

Email address (professional)

Date of birth (optional)

Personal statement that clearly summarises my skills and the type of job I am applying for

Transferable skills listed

Work experience in chronological order, with most recent listed first

Volunteer experience listed

Qualifications and education

Achievements

Interests

References

My CV checklist

Formatting

- Black, easy to read font in one size
- Bullet points to list information
- Strong headings
- Lots of white space
- Maximum two pages based on experience
- Succinct and to the point
- Label – name, date, job applied for
- Submitted as a PDF

Get help creating your CV with our [CV builder](#)

PROOFREAD - check over your CV several times

My cover letter checklist

Now check your cover letter. This is another opportunity to stand out from the other applicants. It is worth every moment of time you take to create a great cover letter.

- I'm clear about what job I want
- Clear and professional language
- Introduces me quickly
- New letter for each job application
- Explains why I'm looking for this job
- Shows enthusiasm
- Shows how my skills match what is listed in the job advertisement
- Uses clear, but not formal language
- Friendly tone but still professional
- Uses key words from advertisement
- Short and to the point
- Spelling checked
- Grammar checked
- Double and triple checked – remember, you only get one chance to make a first impression
- Saved as word document and PDF
- Label – name, date, job applied for