



# CV CHEAT SHEET

Looking for a job can be frustrating especially if you keep sending CVs with no responses from potential employers. Use this guide to help you update your CV and shine in your next job interview. Please remember to do a thorough spell check of your CV before mailing it to potential employers.

## Interpersonal Communication

Every job will require working closely with others. Therefore, your interpersonal skills will allow you to thrive with ease like a boss.

### MENTION THE FOLLOWING IN YOUR CV:

Cooperates and works well with others, writes clearly, communicates clearly, adds value by providing and asking for feedback.

## Management & Leadership

Demonstrate to the recruiter your management and leadership style.

### MENTION THE FOLLOWING IN YOUR CV:

Help subordinates set & achieve SMART goals, tracks performance of team members and give constructive feedback, implements decisions, oversees projects, delegates effectively, encourage subordinates to invest in ongoing learning (you need to be honest here).

In the interview, when given the opportunity, give practical examples of your leadership style.

## Planning & Organization

Here you can demonstrate to the recruiter by highlighting how you managed a project you worked on and give actual results obtained.

### MENTION THE FOLLOWING IN YOUR CV:

Meets deadlines, manages projects effectively, ability to do research for projects assigned, thinks outside the box to solve problems.

In the interview, mention to the recruiter a practical example of how this was done (give actual results you obtained)

## Technical Skills

The company is looking for people who have specific technical skills. Study the job advert closely and highlight skills you have that match what the recruiter is looking for.

Here, you need to be honest and list technical skills you have that you know will add value in carrying out your day to day functions (Do not mention skills you do not have)

## Social Media

Is the company looking for a social media manager/analyst? Then ensure you mention projects you have worked on and how your contribution added value to reach specific targets.

Always make sure your social media is clean and is the best representation of you.