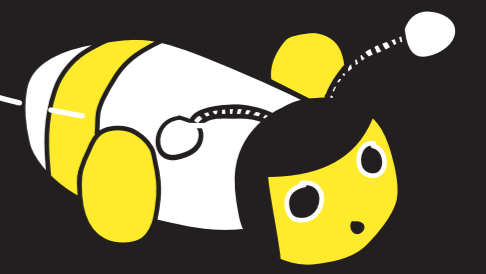


## Quick Tricks to

## Personalising your CV



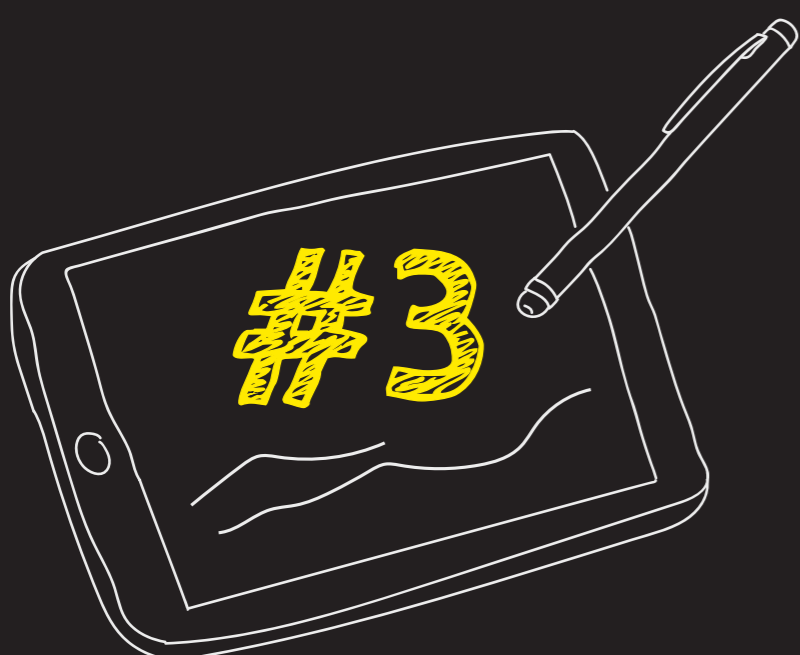
### Identify top key words to be used in your CV

Look through the job description for required skill sets and experiences. Having these listed will help you adapt your CV to suit the role you are applying for.



### Revisit your work experiences

Invest some time into reading through your past work history and highlighting the roles and achievements which relate most to your target job description.



### Adjust your personal statement

Your personal statement is your elevator pitch and should be concise and to the point. Include metrics of success and make it specific to the role and company.