Building & Updating Your CV

Tips for creating and updating your Resume/CV

National Organization for Victim Advocacy

NOVA

Creating a CV: The Basics

- Consider using a template
  - Google Docs template gallery, Enhancv, Canva, etc.

- Include:
  - Contact information
  - Summary
  - Professional Experience (directly relevant to the role)
  - Additional Experience (indirectly relevant to the role)
  - Skills (tools, soft skills, languages)
  - Key Achievements
  - Certifications
  - Education (unless you are a recent graduate, ditch the GPA)

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Take it to the next level...

- Your CV should past the "skim" test
  - A person is quickly looking over your CV to determine if you are qualified
  - Or, a bot is scanning your resume looking for terms
- Bold key concepts that you want to stick out
- Add metrics when you can
- Celebrate your role in key initiatives and achievements
- Create multiple CVs for different job types
  - At least update your title at the top of the page

Don't forget LinkedIn

- Remember to update your virtual resume
- Highlight accomplishments and certifications
- Start building your network
- Keep your posts professional
- Don't complain about current or past employers