

Your CV – hot or not?

It all begins with a covering letter

Your covering letter must encourage the reader to consider you for the job!

The main purpose of writing a covering letter is to encourage someone to read your CV. The letter gives you the chance to demonstrate that you understand the nature of the job being advertised, and allows you to explain why you want to work in that area and show how your skills and abilities fit the vacancy.

The covering letter must:

- Be tailored to the vacancy you are applying for.
- Explain why you want the job.
- Briefly explain how you meet the requirements of the position.

Your CV, your advert

Your CV, like an advert, must be relevant and hold the attention of the intended recipient.

Your CV is essentially an "advert" for yourself. It should be presented in a clear and concise format, should be easy to read and must highlight any relevant details which are pertinent to the vacancy.

Customizing your CV takes much more time and energy than producing a standard one-size-fits-all CV, but your chances of a positive result are much better. Look at the requirements listed in the vacancy advert, and make sure your CV highlights the relevant achievements, experience or qualifications that reflect these requirements.

As a general rule your CV should be 2 pages + 1 additional page per every 5 to 8 years of experience. In reality your CV can be any length you want, however if the reader has lost interest after the first page they're definitely not going to read the other pages with 100% concentration.

Always check your CV for spelling and grammatical errors, and also ask someone else to proof read it for you to check for mistakes and give you feedback.

ADDING VALUE TO YOUR AGRIBUSINESS

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