

## SES Band 1 Applicant Guide - Writing a Curriculum Vitae (CV)

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### **Purpose of a CV**

Your CV needs to demonstrate to the AFP that you meet the job and the AFP's requirements, have the right qualifications and education and have the required experience and skills.

### **How long should my CV be?**

Your CV should be a maximum of two (2) pages detailing your experience and education. Make sure that you include your employment history in chronological order including the duties and responsibilities for each role. Your CV should also include key skills and strengths, technical or software skills, educational qualifications, awards and training courses. Keeping your CV factual, brief and easy to read makes it easier for the panel to focus on key facets of your work history and experience.

### **How can you develop your CV?**

The following sections are provided as a guide to assist you in writing a CV. You may choose to have a different format.

- Header (e.g. name and contact details)
- Objective or CV Summary
- Experience & Achievements
- Qualifications
- Skills and Abilities

### **Why review your CV before submitting?**

Before submitting your CV, review the position requirements and responsibilities, [APS SES Band 1 Work Level Standards](#) and other relevant information in the job advertisement or candidate information package.

After reviewing the position requirements, you may consider tailoring your CV in order to best meet the specific requirements of the role and how your skills or work experience specifically meets the needs of the job you are applying for.

### **Helpful hints for writing your CV?**

- Consistent formatting
- Easy to read
- Factual
- Concise
- Use real examples – don't only 'tell' of your skills and experience through general statements
- Check your CV for relevance, typos and flow

### **How your CV and pitch work together?**

Your CV creates a vital first impression and should work in tandem with your two page pitch. Ensure your CV is crafted to best reflect the role requirements and work level standards for the vacancy and that it conveys a sense of meaning and commitment for the work of the role that you are applying for.

### **Further resources:**

[Australian Public Service Commission](#)