

Hire me

Whether you're looking for a new job or not, recruitment expert ROXANNE CALDER says you need a master CV.

TAILORING YOUR RÉSUMÉ, as simple as it sounds, is a time-consuming process, especially when you're applying for multiple roles. If only there was a way to simplify the tailoring process ...

Well, it turns out, there is! If you've never heard the term 'master CV' before, prepare to revolutionise your thinking when it comes to the job-application process. The master CV is one of the best time savers there is.

Your master CV contains everything you've ever done: education; part-time, full-time and voluntary work; work experience; projects; interests and potential referees; as well as your skills, duties, achievements, tasks, strengths and more.

Each time you start or end a role, you populate this document with your experience. Over the years, you compile one really, really long document that keeps everything in the one place. This is very similar to a traditional CV, but more extensive in that you might include examples of projects you worked on, or other achievements that you might forget later down the line.

Your CV may run up to 20 pages – way too long to submit for a job application, but the idea is to edit a copy for each job application, tailoring it to fit into one to three pages.

TIP: Make sure you are always employable: diarise updating your master CV every month. Capture new projects, responsibilities and achievements while they are fresh in your mind.

MOST IMPORTANTLY, though, never submit your master CV to an employer! Use the information in your master CV to create target résumés: short, focused versions of the CV that are crafted specifically for the role you are applying for. You may have multiple target résumés for various job types, industries or clusters, which saves

time if you are applying for several roles at the same time.

If you are working with a recruitment agency to find you a role and have a strong relationship with your consultant, I suggest sharing your master CV with them, so they have a full picture of your experience and potential. However, if you have applied for a specific role via a recruiter, you will have to tailor your master CV to a target résumé specific to that job opening.

Many companies have moved away from résumés and are using their own application forms. This encourages candidates to tailor their application to the company and job opening, rather than recycling the same résumé. If you have an up-to-date master CV, you can simply cut and paste the relevant info straight from there. **L**

FOUR BENEFITS OF A MASTER CV

1. CUTS DOWN APPLICATION TIME Take the burden out of résumé writing by compiling every single thing you do in your job in your master CV as you go along.

your career. Ask yourself: 'Am I heading in the right direction?' You'll find it's much easier to answer this question if you can easily track your movements and progress.

2. NO MORE FORGOTTEN INFORMATION How many times have you cursed yourself, after the fact, for not remembering that one great example the application asked for?

3. QUICK AND EASY PROGRESSION CHECK A master CV is a great way to take a big-picture look at

4. GREAT POINT OF REFERENCE FOR INTERVIEW PREPARATION When you have landed an interview, you'll need to revisit your past experience in order to practise answering the behavioural/competency questions that are bound to come your way. Keeping all your experience in one place is by far the easiest way to jog your memory.



Employable

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ATTRIBUTES TO ASSURE
YOUR WORKING FUTURE

ROXANNE CALDER

This is an edited extract from Roxanne Calder's new book, **Employable: 7 Attributes to Assure Your Working Future** (\$29.95, Major Street Publishing). Rox is founder and managing director at EST10, the leading boutique office-support recruitment agency for Sydney and Melbourne. Rox launched EST10 in 2010 after completing her MBA at the Australian Graduate School of Management. After graduating from Monash University, Rox began her recruitment career with renowned recruiter Julia Ross, before working for over 20 years in HR and recruitment with a number of global players and boutique businesses throughout Australia, the UK, Singapore and Hong Kong. Check her out at est10.com.au