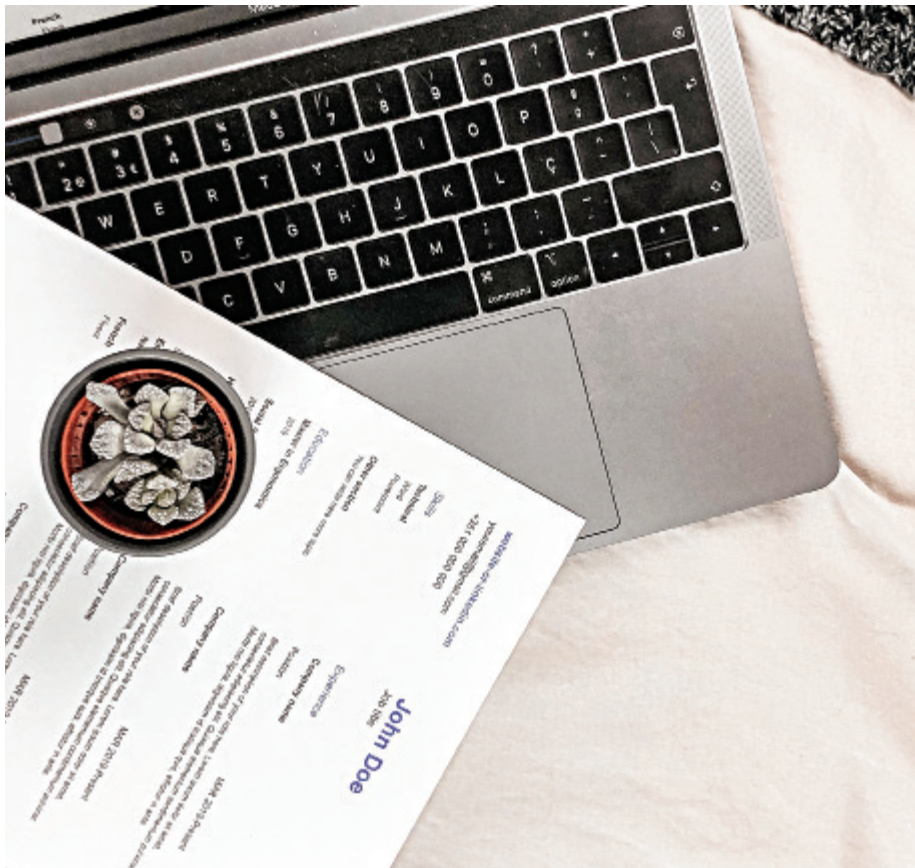


BRUSHING UP YOUR CV

What postgraduates need to know

AHMAD TOUSIF JAMI AND NUSAIBA NOOHIN



The postgraduate job market is very competitive. To stand out and get your desired job as a postgraduate, your CV is one of the most crucial elements. Whether you are looking for a part-time job while you continue further

studies or a full-time job now that you have completed a postgraduate degree, crafting a proper CV is always necessary.

In this final part of our three-article series about brushing up your CV, we will take you through suggestions intertwined with insights that will allow you to present yourself better to employers as a postgraduate.

The first impression is important

Understanding your employer's demand and what impression would be an advantage are traits usually expected from a postgraduate applicant. So, being original in who you are is really helpful. Trying too hard or being too reluctant is not very useful because that gives off an impression of you not being who you are. "We want to hire someone who fits not only technically but also culturally for the position," says Shazzad Hossain Mukit, entrepreneur and ex-team lead at a country leading consultancy firm. "A good first impression gives you an upper hand to signal employers that you are not only capable but also a cultural fit for the company," he adds.

Use a standard format

Your CV should not be in a difficult to skim format or a too aggressive format with an unusual colour palette or fonts. Taking notes from the industry culture and practices is beneficial here. As a postgraduate applicant, it is expected that you are aware of the trends in the industry, so not fitting in might be a barrier for you.

For instance, a university fresher applying for an internship might not be aware of standard formatting, and that is reasonable in the eyes of an employer. However, a postgraduate applying for a full-time job at an executive/associate position or above is expected to have the knowledge of standard formatting.

Showcase your technical skills

The job positions you are most likely to apply for as a postgraduate may include technical responsibilities. The possibility of the work type being heavily clerical or critical is unlikely. As such, technical skills relevant to your job opening are very important to have.

Depending on the position and industry, this may include but is not limited to programming language, standard operating systems, software proficiency and data analysis. It is also helpful if you have a LinkedIn skills badge for the skills you will list on your CV.

Showcase your soft skills

For different companies, skills vary on the basis of what role or position they are hiring for. However, there is a predetermined set of skills that you

must possess regardless of the job for which you are applying. These include leadership standards, pioneer skills, a knack for innovation, communication skills and so forth.

These soft skills are frequently included in a business organisation's internal values and corporate culture, as they define the company's workplace culture and establish its environment. Employers always look for these characteristics on a candidate's CV, regardless of the industry in which he or she is seeking employment.

Highlight your experience

"Highlighting your experience appropriately gives the recruiters a holistic idea of the kind of work that the applicant has done," says HR personnel at a renowned multinational company. For postgraduates, experience is essential in a CV for it to stand out to a potential employer. Carefully note down your relevant previous experiences and organisations according to the position that you will be applying for.

Employers suggest that you mention what you did in your previous jobs in no more than 2-3 lines so that they can get a better understanding of your experience and capabilities. Most people leave it at the designations and the period in which they worked there, which usually does not give much insight into the candidates' capabilities.

Maintain chronology

A crucial part of crafting a good CV is maintaining chronology. According to experienced employers, you should always start your CV with your most recent experience. Mention the time period of when you worked there. You do not need to mention every single job you ever had. Only mention those that are relevant to the position.

After the Experience segment, move on to the Skills segment, where you must mention both soft and technical skills. Then you can move on to your educational background, where you will note your university first, then your college and school. Lastly, put in your methods of contacts where employers can easily reach you, be it via email, phone number or LinkedIn.

This is the end of our series of articles about what employers look for in a CV of a university fresher, a fresh graduate and a postgraduate applicant. By tweaking your CV using the expert tips we have incorporated from interviewing industry experts, no matter what position you are applying for, your CV will get brownie points in the employers' perspectives.

