Top 5 free CV builder sites and tips to get started

Aussie work mate

Everyone has a Curriculum Vitae (CV) or resume ready to go right? Well that is not what some of you told us. For many people, this is the first time in their adult life they have been out of work and have not needed a CV or resume until now. So, we have found what we think are the top 5 **free** CV builder sites to help you get started. But remember you have to make it your own and here are some tips.

Why is a CV important?

A CV is a marketing tool required in job searching today. It is what gives potential employers a first impression on you, your skills and experience in one place. It is what many managers and recruiters will use to understand what you have to offer and contribute to a company, their customers and the team. Often it is the basis of whether or not you secure an interview.

Things to consider in developing your CV

Keep it brief. It is usually recommended that a CV should not be more than 2-3 pages.

Keep it current. Ensure your most recent experience, training and references are included from present to previous. There is no need to go beyond 10 years as this is sufficient.

Keep it interesting. The style, font, layout, use of images, icons or design features helps to show an employer your personality. We strongly suggest not using a template as it is, because this will not help you achieve your goal to stand out from the crowd. The goal is to make an employer turn the page.

Keep it relevant. Depending on the job you are applying for 'show them' your skills and expertise. For example, if you are applying for a data job, you may want to include a sample of statistical outcomes achieved or if you are applying for a customer service role include a quote from a previous client (without disclosing private information of course).

Keep it accurate. There is no point in embellishing a CV. You are better placed to draw on personal, community or volunteering experience to demonstrate a range of skills than tell untruths.

Always spell check and review. Ask a trusted friend to read the CV for you to pick up those typos we all miss sometimes. If attention to detail is important for the employer or role, then these things will really matter, and unconsciously influence a recruiter about your capability. Best to be safe and ask someone to double check it for you.

What personal information should be included?

We suggest you should include your full name, phone number, email address, LinkedIn profile link and any licenses or clearances you have relevant to the role. Eg a white card, police clearance or working with children check.

You do not need to include date of birth, gender, marital status, children, religion, illnesses, disabilities, memberships of political organisations, hobbies, reasons for leaving jobs and salary expectations.

What's the difference between a CV and a Resume?

The two terms have become rather interchangeable in Australia. The main difference is length - a resume is a shortened, high level summary of a CV and it's typically no longer than one page, a CV however can comfortably stretch up to 3 pages, yes sometimes 4 depending on your experience and technical aspects of your industry or role.

Who can you list as a referee?

It is always best to list your most recent employer but if you can't, then someone who has 'witnessed' your skills in action, whether professionally or in community. It is not advised to list a family member or support worker. When listing a referee make sure you include their name, position, company, email address and mobile number.

Make sure you get the permission of the referee before listing their name and contact details. It is important that you notify referees of the jobs you have applied for and the company name so they know that they may be contacted to provide a reference for you. By giving your referee the details of the position, you are applying for, this gives them time to prepare what they may want to say about your performance.

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CV Builders we found to help get you started

https://www.resume.com/
This site will allow you to complete your resume and easily share it with employers.

https://www.pathsource.com/resume_app
The PathSource Resume builder is available for iOS. It features an easy-to-navigate user interface and provides you with 20 different resume templates, with multiple colour options for each one. The app walks you through 15 steps, that will allow you to personalise your resume.

https://www.careers.govt.nz/tools/cv-builder/
An interactive CV builder tool to capture all the essential information employers are looking for.

https://www.resume-now.com/build-resume/choose-template
This site provides you with easy access to 21 recruiter approved resume templates that you can use to customise and personalise your own resume.

https://www.jobjumpstart.gov.au/article/build-your-basic-resume
Easily access some example templates to create your own resume.

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