

# 5 Steps to Tailor Your CV

For Any Job Posting

## ■ 1. Read the full job description and highlight key requirements

Before editing your CV, carefully review the entire posting. Mark must-have skills, required experience levels, and any specific qualifications mentioned multiple times.

## ■ 2. Update your professional summary to reflect the role

Your summary should immediately signal you're a fit. Include the job title and 2-3 of the top requirements within the first few lines.

## ■ 3. Match 3-5 key skills from the job posting

Identify the most emphasized skills in the posting and ensure they appear prominently in your skills section. Order matters—put the most relevant skills first.

## ■ 4. Quantify achievements with numbers where possible

'Increased sales by 25%' is far more impactful than 'improved sales'. Numbers provide concrete evidence of your capabilities and make your CV memorable.

## ■ 5. Use the same language as the job posting

If they say 'stakeholder management', don't write 'client relations'. Matching their terminology helps with both ATS keyword matching and recruiter recognition.

