

— LG Talent Consultants

Your CV



# Getting Interview Ready

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Create A CV That  
Works!

# About the Author



## Lance Botha

Founder, LG Talent Consultants

Lance Botha is a professional staffing consultant in the technology sector with an ISPr qualification from Wits Business School and a registered APSO member (2019).

He has 8+ years experience working both sides of the IT recruitment model including a technology recruitment consultancy specialising in placing software and web developers throughout South Africa as well as an International corporate company that require 10+ hiring managers and with bulk requirements.



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# Introduction

Interviews are not as cut and paste as they were a few years back.

Things were simple. Send a CV, have a chat to a manager and (if they like you) sign a contract.

The new age of hybrid and remote working has changed the playing fields significantly. You now have 3x (or more) applicants looking get the same position, “Panel Interviews” can seem overwhelming and Technical assessments, well talk about drawing a blank on the answers you know.

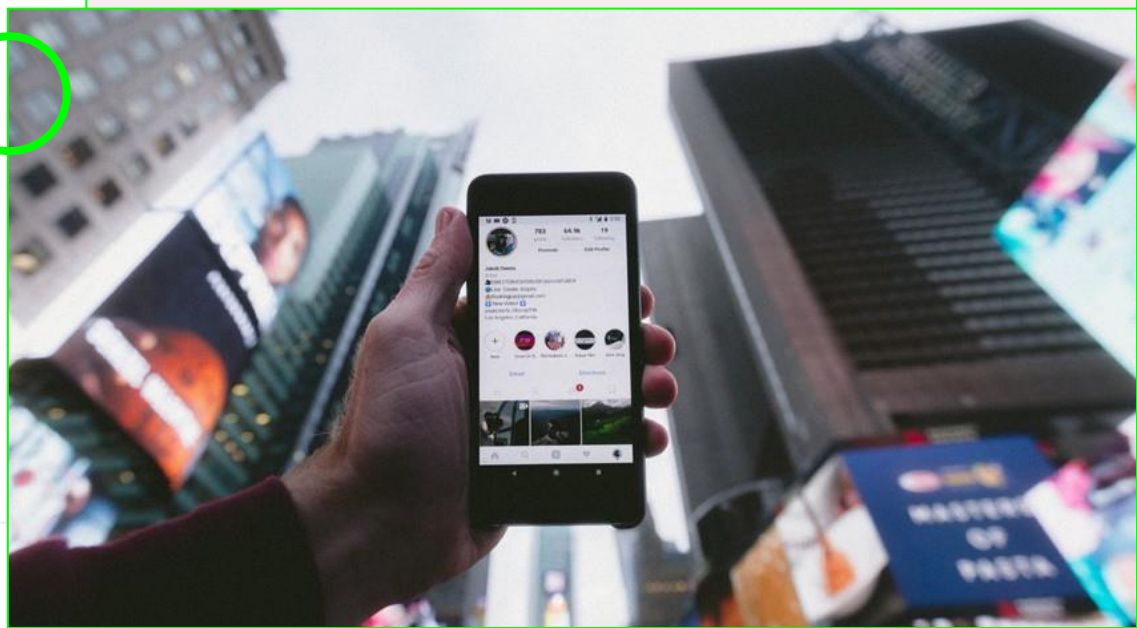
When you are well equipped with what is to be expected, you quickly gain the edge over candidates in the shortlist and can fast become a shortlist favourite.

We will take you through the steps on how to get the best out of your interviewing process and increase your chances at landing the job of your dreams.

## Areas we will cover include:

- **Your CV Updated:** Learn to write a CV that gets the attention of your reader.
- **Interview Process:** Understand more about a why companies interview the way they do and how to get ready.

*(Next E-book)*





# How They See You

Putting Together a CV That Represents You.

# How They See **You**

## Putting Together a CV That Represents You.

When talking to job seekers about why they are reluctant to apply for new positions by themselves, some of the biggest barriers are, lacking confidence, not knowing their strengths or not having a decent CV.

Very few people understand how important it is to keep an updated CV.

Having a CV that is up-to-date, can **increase confidence** in your ability to do a job as you will constantly record your latest professional achievements .

This means you will be able to **Immediately submit** an application, should the right job become available, allowing you to stay ahead of the pack.

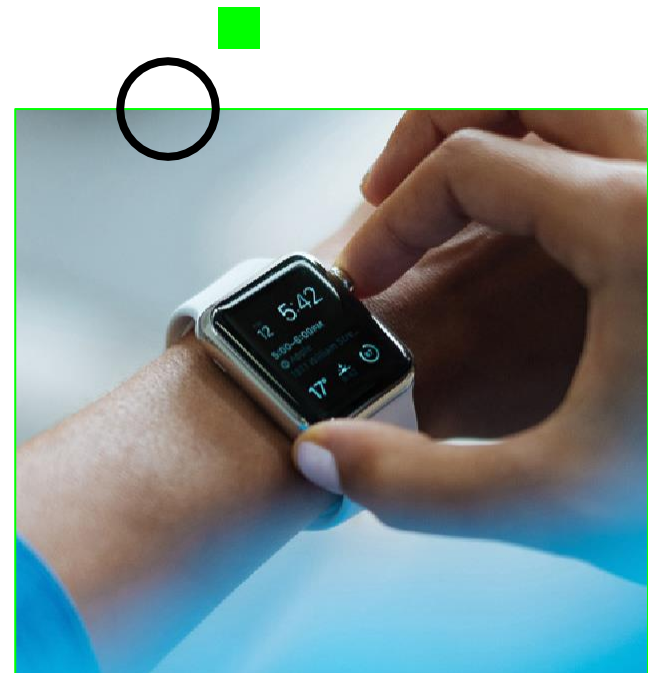
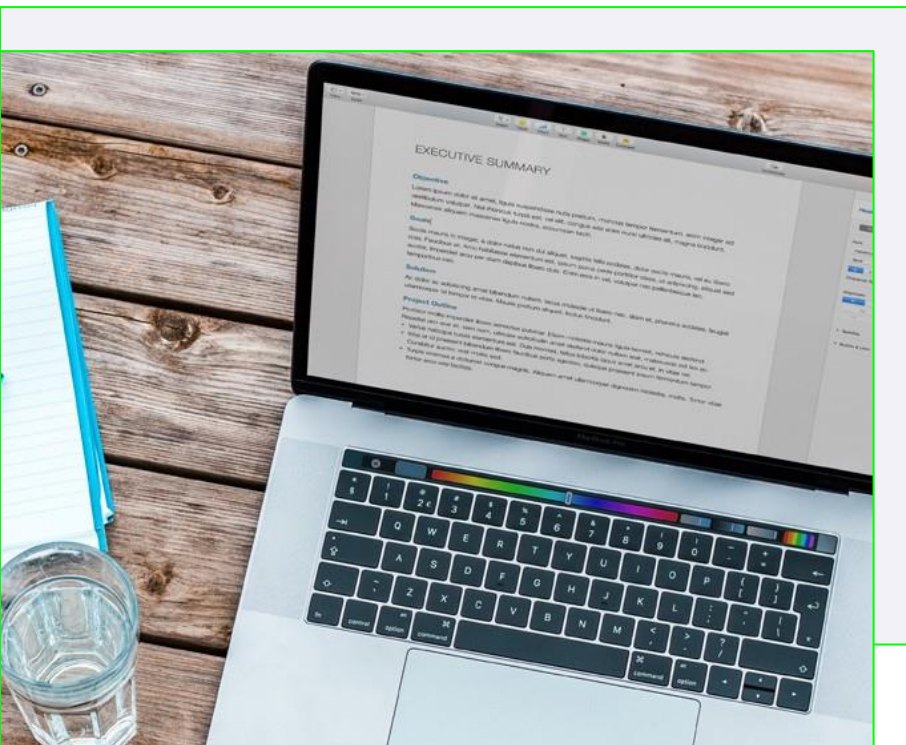
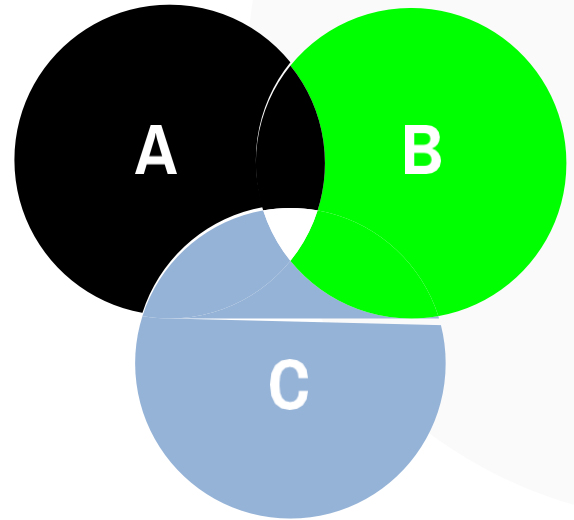
Allowing a Hiring manager the ability to **paint a picture** of who you are and your skill set can motivate to move you forward in the process.





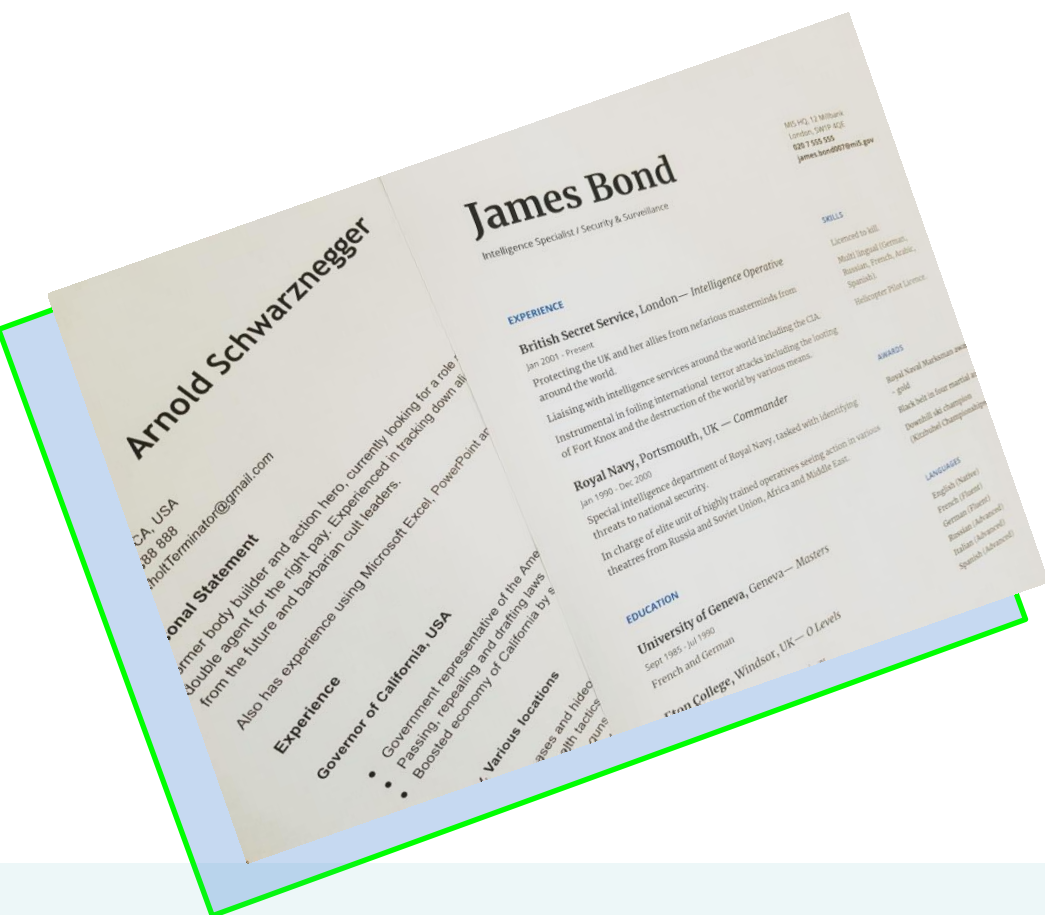
# Add Meet to the Bone

- A. A short bio is often recommended to catch the readers attention in where you can fit in the team.
- B. Work with a structure using your qualifications early, followed by your work history (work from latest position backward).
- C. Use succinct descriptions when explaining what you do and your responsibilities.

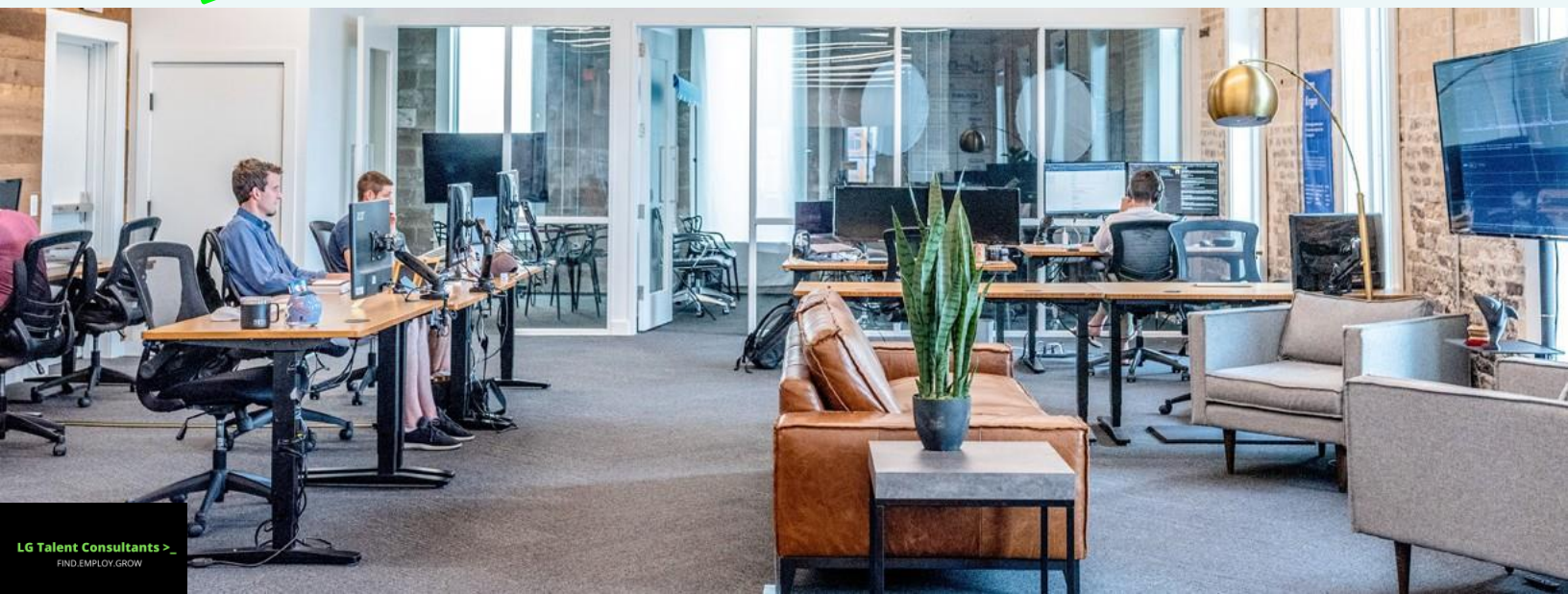


# CV Template

Now that you know how to structure your CV. We have included a **FREE** CV Template to make your life a little easier.



[CV Template](#)





# Join Our Network

## Why join our Network?

- Receive Full Support throughout the process.
- Speed up the time it take to chat to companies.
- Expert Advice on trends in the Market.
- In tune with hiring community.

[Join Here](#)

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