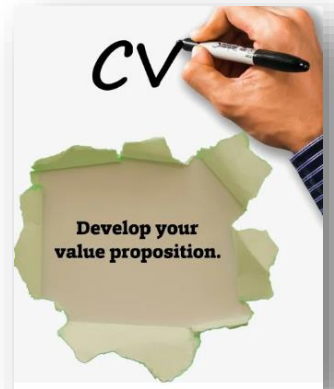


How to write an effective CV for a job in the dairy industry.

1. Applying for a new job?

- When applying for a job you will normally be asked to apply by submitting a CV (curriculum vitae) also called a resume.
- A CV is a summary of your personal details, skills, work experience and details of people who will vouch for you and can provide more information about skills and motivation.
- Most jobs are now advertised and applied for on-line.
- Ensure that the format you use for your CV is a common format e.g., PDF or Word so that it can be easily accessed by the person recruiting the position. Also be aware of the size of your CV and covering letter file. Don't make it too big as this may cause problems for the receiver of your application, if their internet connection is poor. Often this associated with photos and intricate layouts.
- Read the advert carefully and tailor your application to what is being asked for in the CV. When receiving applications, it is obvious that many applicants haven't read the job advertisement in detail.
- DON'T apply for jobs that you have no intention of accepting should you be offered the role – this just wastes everybody's time.
- Your application won't necessarily get you a job, but the aim should be to try and make the next stage of the process – which is normally to get an interview.



2. Cover Letter

- When applying for a new job you should include a cover letter alongside your CV.
- The cover letter should not be a standard form but should be written specifically for each job application. (The CV can be a standard form but even it needs to be updated regularly (annually)).
- The covering letter is an even briefer summary of your details but should highlight the specific skills that make you a suitable candidate for the role. It may also contain more personal information about you.

3. Curriculum Vitae (Resume) Preparation.

- Limit to 3-4 pages.
- Select a common format, and layout, and a font that is easy to read and not cluttered.
- Try to avoid writing long winded “stories” and long words.
- Use bullet points where appropriate, with succinct details about yourself.
- Page 1 - Header page
 - On the header page you put your name and should include a photo of yourself and your family if this is appropriate. This indicates a level of IT skill but also enables the person recruiting to put a face to a name at the interview stage.
- Page 2 –
 - Personal Details
 - name, age, relationship (include the name of your wife or partner), dependent children, licences, and any personal limitations (eyesight, speech, or language). Current address and contact details – email address, mobile phone, and landline. Note that this should be updated for your current situation – we receive numerous CVs where the address on the CV is out of date.

- Although the CV might be about you, don't overlook your wife or partner. Dairy employers want to know that you are supported by your partner, whether or not he or she will have a hands-on role on the farm.
- Personal Statement
 - This should be followed by specific details about your skills and motivation. This is often called a "personal statement" and is the most important section in the CV.
 - This section should not only highlight your specific skills but should communicate to the reader of the CV, what makes you tick as a person and what motivates you (I call this the "what gets you out of bed every morning" section).
 - Real thought and effort need to go into this, and it should intimately describe who you are so that at the interview stage the recruiter already has a fair idea as to your personality. Don't exaggerate this and describe someone you are not.
 - This is the section where you need to sell yourself and too often this is not done well.



- Qualifications
 - Secondary school – highest achievement
 - Tertiary qualifications
 - Training courses you have attended, include First Aid and self-improvement training.
- Interests and Hobbies
 - There is growing awareness of the need for farm staff to have interests outside of farming for mental wellbeing.
 - Employers are also interested in any contribution you and your family might make to community and sports organisations.

- Page 3 & 4 – Work History

- Work history should start with your current role and work backwards.
- More detail should be provided for the last 2-3 jobs and for each you should clearly state: -
 - The period that you worked in each role should be clearly shown and any gaps in your work record should be explained.
 - Your employer – whether an individual farmer or a company. (Note this should tie up with your referees)
 - Who you reported to – this should be a person (note this should link to your referees).
 - Your role.
 - Details about the farm and your role on the farm.
 - Some indication of the performance of the farm while in the role.
 - Were you able to make positive changes to the operation of the farm?
 - What were the challenges in the role?
 - Your reason for leaving.
- The work history should include roles prior to the last 2-3, but these don't need to include the same level of detail.

- Page 4 – Referees

- No more than four referees.
- Ideally you will provide contact details (mobile phone number) for your current employer and your previous employer.
- Note the comments in the work history above. The person reading your CV should be able to tie the referee to a job that you worked. Ideally the referee will be the person you worked for or that you reported to.
- Additionally, you might include a referee from further back in your work history.
- You might add a character referee and someone who you worked with in a recent role.
- If possible, you should avoid stating “referees will be provided on request”. This is acceptable where the role you are applying for is a senior management role in a large farming organisation or say a large sharemilking position. It is a nuisance for most recruiters, and you might well find that you never get the chance to provide your referees because you don’t make the cut.
- Even where you are leaving a role under a cloud you should still provide your current employers contact details.

- Additional Information

- Don’t add lots of certificates to the CV – rather state in the CV the performance achieved and if you make an interview bring the certificates along.
- Some sharemilking job adverts ask that candidates demonstrate an ability to finance the role for which they are applying.
- This detail is often overlooked by applicants but is important to the recruiter who wants to know that an applicant has the ability, to not only do the work but finance their business.
- Providing this information also indicates the applicant understands their current financial position and the financial requirements of the role for which they are applying.

More Info

