

Your guide to preparing your CV and Cover Letter.

Curriculum Vitae, in most cases this is the hardest part of the process, writing a solid CV that attracts the potential employer's attention that delivers a positive response to you. The reason as to why it is the hardest factor is that you need to present yourself on paper before talking to anyone in most cases.

Your CV is essentially a marketing document that provides key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. You need to walk the line between providing good quality of depth to showcase your qualifications and attract potential employer interest and providing too much information thus appearing verbose and turning off potential employer interest.

Key tips to remember when creating your CV:

- Do not include a photo unless specifically requested.
- Use a common typeface and lay your CV out neatly – all headings the same font and size.
- Use bullet points, be concise and avoid lengthy essays.
- Ensure that your contact details can be clearly found at the top of your CV.
- Include a brief personal profile at the top of your CV, highlighting your professional achievements (and include any experience that the potential employer has requested).
- CV length, outline your responsibilities you are accountable for and achievements, remember not to dump too much content onto you cv thus potentially people losing interest of over-detail.
- Always check for typos and grammatical errors – these could indicate carelessness and disorganisation on your part. It could also be unforgiveable in the eyes of a potential employer.
- Check your CV over for correct dates and make sure that your employment dates on LinkedIn match.
- Effective CV's are in reverse chronological order.

Ideal structure for your CV

Contact details:

Centre contact details at the top of the page. Include name, address, phone number, mobile and email. Only use professional-sounding email addresses. Emails used by couples or nicknames should be replaced.

Layout:

Again, this is really open to debate but the best advice is "keep it simple". Font style should be easy to read; Times New Roman or Arial are good suggestions. Centring contact details and your Career history or Career summary (see next section) is fine and then placing the other information flush left.

Bold for headings is easier to read than bold and underline (overkill). Use dot points if you want, but just the one type. Also avoid colours. The content of the resume is the most important thing.

Summarising your strengths upfront:

You can do this two ways, either via a list of Key Strengths represented as dot points or by creating a section under a heading like Career Profile.

For example:

High level computer skills including Excel, Word and Powerpoint.

Five years' experience in customer service both face-to-face and phone based.

And you fill in the rest. As a guide, four to six points is good but there is no real rule. Another tip, be specific. People will write "Excellent Communication Skills" but what does that mean? Try: "Excellent written and verbal communication skills acquired via study and customer service work."

Career Profile, Career Summary, Career Objective?

A Career Overview should provide the reader with a quick preview of what he or she will find in your resume. It is there to make sure they actually read through your resume. It should be a few sentences and written as one paragraph. It should include a smattering of your professional, academic and industry training.

For example, career overview:

An Information Security Engineer with ten years of specialist experience in pre-sales, design, implementation, advisory and BAU operations. I have worked internally and in client-facing consulting environments. I have a proven track record in providing end to end information security solutions for organisations across Australia who are compliant with PCI DSS. I have recently completed my qualification in PCI QSA and am now looking for my next professional challenge.

Professional history:

Outline your career history in chronological order. The structure to follow for each role is: Job title, employer, dates, what you did, for whom and when.

Description of employer:

This is appropriate for those coming from overseas or in cases where the company might be largely unknown. Organisations like IBM, News Limited, Suncorp or the big banks, to name a few examples, will need no explanation.

For example, a resume from a candidate with extensive IT experience gained while working for the largest children's hospital in India but he didn't say that. The hospital name, without that description, might not ring any bells with an IT hiring manager in Australia.

Responsibilities:

People make the mistake of believing the more responsibilities listed the better. Include only the key things you were "responsible" (accountable) for. Don't list every single thing you did.

Achievements:

Up to three per job is good and be specific. List the things that you did that you were not paid to do. Items would include staff awards and special commendations. Also ideas you put forward, scoped out or helped to implement that led to a cost saving or an increase in revenue or delivered new clients or resulted in higher levels of customer service or time efficiencies. The key here is results you have achieved.

Plugging resume gaps:

Employers and recruiters don't like mysteries so if you have been out of the workforce it is better to try and explain the gap in your resume. It is a good idea to write a short paragraph explaining the gap and inserting it into the right place in your career history.

Education and Training:

Start with your highest qualification first. Unless you are fresh out of school, leave your secondary school history out. Education and Training section can cover university, TAFE training, industry courses, in-house courses, and any other professional training.

Professional Memberships:

Include only those relevant to your career as well as an indication of how active you are in the organisation.

Referees:

References/Referees come at the end. Names and phone numbers are the most acceptable presentation. If you are not comfortable putting your referee details on your CV, make a note stating 'References available by request'

Hobbies and interests:

There are mixed views about including a "Hobbies and Interests" section. If you want to include it, place it before Referees. Some career experts warn that the section could work against you if the reader dislikes or is threatened by the activities you list.

Mr Lego Man, CPA, CISA

mrlegoman@gmail.com | +61 40 000 000
Brisbane, Qld

Mr Lego Man is a Senior Internal Auditor at Lego Land Inc. He specialises in IT Auditing focusing on IT General Controls review of various applications, operating systems and databases as well as business process reviews. Lego Man has more than 5 years of auditing experience with more than three years in the public sector. Throughout his career he has focused on risk assurance in various industries such as transport, telecommunications, mining, manufacturing and insurance in Australia.

His other project experience also includes Risk Assessment, Data Analytics, Sarbanes Oxley Act (SOX) Section 404 Review, Business Process Risk and Controls Review, IT Disaster Recovery Review and System Implementation Requirements Review.

Experience

- Performed IT Audit review of IT entity level and general controls – logical access security, segregation of duties, system development life cycle, change management and computer operations.
 - Detailed review of the user acceptance testing performed against business requirements.
 - Conducted infrastructure security review of different operating systems and databases.
 - Involved in the review of the various business processes in order to identify the risks, controls, and control gaps; assess the manual and application controls; prepare controls testing procedures; and propose recommendations to address control gaps.
 - Involved in designing and implementing computer-assisted auditing techniques (CAATs) using Audit Command
 - Performed Operational Audit in accordance with the company's standard operating procedures and other mandatory standards.
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WORK HISTORY

A. Lego Land Inc.

Senior Internal Auditor
June 2014 – (Present)

Tasks and responsibilities:

- Leads the identification and evaluation of the organization's risk and provides input to the development of the annual audit plan
- Designs audit program and perform audit procedures
- Conducts interviews, review documents, composes summary memos and prepares working papers
- Identifies, develops and documents audit issues and recommendations using audit methodology and independent judgement
- Communicates or assists in communicating the results of audit and consulting projects via written reports or presentation to management and board of directors
- Makes recommendations on ways to improve audit work processes

Highlights:

- Lead Sarbanes-Oxley (SOX) 404 review on IT audit for FY15
- Review of Disaster Recovery Plan
- Review on appropriateness of Contingent Worker Access

B. Brisbane City Council .

Senior IT and Systems Auditor
August 2012 – May 2014

Tasks and responsibilities:

- Prepares the annual risk-based IT audit plans and programs; performs in assurance and conducts consulting services
 - Ensures the internal audit resources are appropriate, sufficient and effectively deployed to achieve the approved IT audit plan
 - Conducts reviews for enhancement of IT and system application and processes
 - Communicates to appropriate level of Management and concerned personnel the results of assurance /reviews undertaken by the group or by outside internal audit service providers including recommendations for operating improvements
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WORK HISTORY (Continued)

- Assists the Audit Manager in reporting periodically to the Audit Committee, Corporate and Division Senior Management on the internal audit activity's purpose, authority, responsibility and/or performance

Highlights:

- Consulting on SAP ECC implementation (review of completeness of requirements, UAT documentation)
- Business process reviews on Marketing Processes, Payroll and Purchase to Payable
- Improvement on Contract Management and Approval process

C. Lego Consulting

Senior Associate

August 2011 – August 2012

Tasks and responsibilities:

- Participates in planning of the IT professional involvement in financial audit
- Prepares engagement time, budget, staffing requirements
- Understands the client's IT environment, identifies risks involved
- Prepares work programs and test procedures
- Identifies possible control deficiencies or procedure enhancement and developed recommendations
- Assessment of overall operating effectiveness of the IT general controls and business processes
- Reviews work of staff to ensure completeness, proper performance, accuracy and adequate documentation
- Monitors and supervises staffs' daily progress of fieldwork and informs managers / directors on engagement status
- Communicates control deficiencies, recommendation and possible solutions with manager
- Presents audit findings with recommendation to client management

Highlights:

- Key client contract role and overall in-charge for IT professional involvement
- IT General Controls for different applications such as SAP, Oracle, Great Plains and other in-house developed applications; review of different platforms such as Linux / AIX, Windows 2008, 2003 and database
- Review and monitor staffs' work progress

D. Lego Consulting

Associate

November 2008 – August 2011

Tasks and responsibilities:

- Understands the client's IT environment, identifying risks involved
- Prepares work programs and test procedures
- Identifies possible control deficiencies or procedure enhancement and developed recommendations
- Assessment of overall operating effectiveness of the IT general controls and business processes
- Communicates control deficiencies, recommendation and possible solutions with Senior Associate and/or Manager

Highlights:

- Perform business process review on Purchase to Payable, Revenue, Payroll, Inventory Management and Costing
- Perform data analytics and CAATs on Journal entries and other test procedures (i.e., 3-way matching)

PROFESSIONAL CERTIFICATION and EDUCATION

Certified Internal Auditor (CIA) On-going	Institute of Internal Auditors	Expected completion: May 2016
Certified Information Systems Auditor (CISA)	ISACA International Certification	June 2011
Certified Public Accountant (CPA)	Professional Regulatory Commission Australia	October 2008
Bachelor of Science in Accountancy	University of Queensland, Brisbane	May 2008