



TIPS

HERE ARE SOME TIPS ON HOW TO MAKE YOUR APPLICATION STAND OUT FOR THE RIGHT REASONS.

CURRICULUM VITAE OR RÉSUMÉ

- Your CV or résumé can tell a great story for your potential employer. It is in your interest for it to be a true reflection of your skills and experience.
- Keep it short. It is best to read CVs that are a maximum of two pages. Think quality, not quantity.
- Your employment history should be in reverse chronological order, starting with your most recent position.
- Please focus on what you have achieved or delivered, instead of what the tasks were or what a team achieved.
- Make sure your spelling and grammar is correct, and the formatting is clear.

TESTS

- Always be truthful in your tests.
- Please double check anything you write for clarity, grammar, punctuation and spelling.

INTERVIEWS

- Do your homework. Learn as much as you can about Vertis and our industry.
- Dress appropriately – we are in the finance sector.
- When preparing for the interview, think of specific examples that illustrate a particular capability.
- During the interview, please provide genuine reasons for leaving past roles.
- Prepare a few key questions – we consider good questions to be more important than good answers.

GENERAL COMMUNICATION

- Please remember that written communication during the entire application process is as important as verbal communication. Do not write as you speak, save your conversational style for the interview!
- Please respect the privacy of our staff and do not contact us on Facebook or by SMS.