



How to write a CV

So, you're no longer feeling fulfilled in your current role and decide it's time to seek a better opportunity, or stumble over the role of your dreams! With around the clock access to the internet and a variety of job boards at our fingertips, it is easy to upload a CV and wait for calls regarding potential new roles to come flooding in. But with millions of people registered on the job boards, as a little fish in a large candidate pool how do you ensure your CV doesn't fall under the radar?

Most Clients and Recruiters will be looking for key skills and competencies so the amount of information your CV displays and the way it is structured can make a massive difference to the success of your application.

Things your CV must include...

- **Correct contact details** - Ensure you include your up to date telephone number and email address. We come across a lot of CV's that still have old numbers and emails addresses on so are unable to contact the candidate. There is nothing worse than missing out on an opportunity because you cannot be contacted.
- **A Personal Profile** - (or 'Career Profile') is an introductory paragraph at the beginning of your CV containing a short summary or overview of your background and career plans. This is one of the most important parts of your CV because it provides an explanation of who you are, your skills and experience and should reflect the information that you would give if you were presenting your CV in person. Putting together a personal statement can be quite daunting as many people find it hard to talk about themselves. A profile needs to be concise to be effective and shouldn't be more than a maximum of five lines. It needs to make an impact and impress the reader with your skillset and personality.



- **Clear and easy to read** – It is very important that your CV is clear and easy to read. Using fancy fonts, text boxes and columns makes it extremely difficult for an Employer to know where to start and also distracts them from the content in your CV. Make sure you are consistent with the font that you use, along with the font sizes. Ariel and Calibri (body) are easy to read and easy on the eye. The duties/responsibilities within each role should be listed in a bullet point format as this makes them more specific and also easier to read.
 - **Tailored to a specific role** - When applying for a specific role take extra time to ensure that your CV highlights the specific experience / skills that you have and are required for that role. Also write a covering paragraph to highlight all of your relevant experience and why you are interested in the role.
 - **Gaps in employment** – Should you have any gaps between roles, make sure they are explained and reasons for leaving employment are listed. This is extremely important to Employers as they will want to know how you spent your time in between jobs.
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- **Dates** – It is key to include the month and the year of your employment as this helps gain an understanding of when you left and started each role. You should also put your most recent role first, then work backwards in chronological order.
 - **Length** – Length is not an issue, although 2-4 pages is an ideal length, as long as the experience in the CV is relevant and covers a maximum of 10 years' experience.
 - **Spelling and grammar** – Ensure spelling and grammar are correct. Make sure you use capital letters for each word in the job title and make sure capital letters are in the correct place throughout the rest of the CV. You should also do a 'Z' check, making sure you that are using the English spelling not American spelling of words i.e. 'organise' not 'organize'. Also never use abbreviations as this demonstrates laziness and try not to use too much jargon.
 - **Photos** – Photos are not recommended as it can distract from the content of the CV and also take up valuable space.



- **Format** – A Microsoft Word document is much easier for an Employer to open on their computer. Some PDF files don't open properly and distort the format of your CV which could affect your application.
- **Personal details** – do not put your Date of Birth, NI number, marital status, details of children etc. on your CV as this could lead to discrimination.
- **References** – there is no need to add the details of references or 'references available on request' as this does not add value and also takes up valuable space on your CV. If an Employer wishes to take up references then they will ask for the specific details in line with their own Reference Policy.

How to layout your CV...

We recommend the following format and headings as a minimum:

Name

Contact details

Personal Profile

Key skills/achievements

Career History

Education & Qualifications

Interests & Hobbies