CV Writing Tips

How to make your CV sing

How to get the **very best** from your CV.

Think of your CV as a brochure designed to sell you:

- Done well and you'll have job opportunities flooding your inbox.
- Done badly and it will end up in the bin.

If the content is clear, engaging and relevant, people are much more likely to take the time to read it.

Statistically, you've only got about 30 seconds to grab a potential employer's attention with your CV.

So think about your strongest attributes and make them stand out a mile.

ESSENTIALS

Make sure you include all relevant experience, technical skills and abilities in the **first page of your CV**. These are your '***vital stats***', and if an employer has to go looking for them they're much more likely to move onto another candidate.

Don't be afraid to talk about yourself – what you've accomplished, your strengths and personal qualities. But keep it **relevant** to the job you're applying for.

Unnecessary details can detract from your core messages, and may give the impression that the job is just one of hundreds you've applied to.

You've got more chance of making an impression by:

a) including a covering letter, and
b) tailoring your CV to highlight your relevant strengths and achievements.

Consider the following points when putting your CV together in future:

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THINGS TO REMEMBER WHEN PUTTING YOUR CV TOGETHER

- Use language that's **easy to read**. The easier your CV is to digest, the longer someone will spend on it - and the more chance they'll select you for interview! Opt for clear, concise sentences, rather than endless prose separated by commas.

- **Never** talk about yourself in the third person

- Keep your CV to **two pages** ideally, or three pages maximum. Regardless of all the qualifications you might have, an overly lengthy CV will put off hiring managers and HR officers rather than impress them

- Some people like personal profiles, some people don't. It comes down to personal preference. But if you use one, **keep it very brief** and at the top of the page.

- Present your current/most recent job information first, and then all of your previous jobs in reverse chronological order. Employers are more interested in what you're doing now than what you did 10 years ago.

- Use **job titles your employers will relate to**. If your previous title was company specific, opt for a more widely recognised title.

- Include **tangible**, **quantifiable measures** wherever possible. Every candidate claims to be decent and hardworking, but having strong KPI's will differentiate you from the rest.

- Keep personal information to a minimum, but always include your full name, contact details and education. It's worth noting some hobbies and interests, if space allows, as you will appear well rounded.

- Make sure **your CV looks good**. Keep it organised and professional, uncluttered but aesthetically pleasing.

- **Use bullet points**. Long sentences won't get read & may prevent employers from looking at your CV.

- Highlight your **key achievements** near the top of your CV. These have to generate enough interest to make a hiring manager want to read more.

- Adapt your CV to answer the requirements of the vacancy you're applying for and include a covering letter if appropriate.

- **Do not** include a picture of yourself.

Finally, beware of the dangers of Facebook and other social networking sites! Many employers look up candidates on these sites to see what they get up to. If you have any potentially embarrassing information or pictures on there, make sure your profile is locked to prying eyes.

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