

# CV writing Tips

## Key Points

- Read through. Check grammar and spell check your CV.
- Be concise, 2 pages, don't waffle
- Tailor make your CV to fit the job you're applying for.
- **Headings in Bold**, Asimple Font. Size 10 - 12. **Arial, Tahoma** or **Calibri** work well.
- Layout & Spacing's. Huge chunks of text are off-putting for readers and make it difficult for recruiters to pick out the information they need.
- Don't use multiple colours or Neon.
- Tidy up Page transitions. Top of page should be a Title or sub title.

## Name, professional title and contact details

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. Don't put CV with 'curriculum vitae' or 'CV' as it's a waste of valuable space. Treat your name as the title instead.

When it comes to your contact details, your email address and phone number(s) are essential. Think about your email address! Is it professional? If it's (drunkeverynight@gmail.com) does that give out the right impression. It was customary to include your full address on your CV. Today, you simply need to list your town and county.

You can also include a link to your LinkedIn profile. Be aware companies will look at it so it needs to be professional.

## Personal profile

A personal profile, also known as a personal statement, career objective and professional profile, is one of the most important aspects of your CV. It's a short paragraph that sits just underneath your name and contact details giving prospective employers an overview of who you are and what you're all about.

You should tailor your profile to every job you apply for, highlighting specific qualities that match you to the role. Aim to keep your personal statement short and sweet, and no longer than a few sentences. Look at the job boards, scan through lots of relevant job adverts and make a list of the most sought after requirements for your target roles. To make the most of this section, you should try to address the following:

Who are you? What can you offer the company? What are your career goals?

## Experience and employment history

Your employment history section gives you a chance to outline your previous jobs, and work experience. List your experience in reverse chronological order as your recent role is the most relevant to the employer.

When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises the role. Then bullet point your key responsibilities, skills and achievements, bolster each point with powerful verbs and figures to support each claim. **Managed, Reduced, Developed, Supported, Increased** etc.

Showcase your impact & how your role benefits the employer by. Cost savings, Solves Problems, Saved time, got awards, Created revenue & created other work.

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It helps to choose the duties most relevant to the job you're applying for, especially if it's a long list. Include more detail on current, recent or relevant roles. If you have many years' worth of experience, you can reduce the detail of old or irrelevant roles. Delete positions from more than 10 years' ago.

Explain gaps in your work history. Leaving an unexplained gap will make recruiters suspicious, and trying to cover gaps by falsely extending other roles may land you in trouble when it comes to reference checks.

## Education and qualifications

Like your experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved.

## Additional sections

There is a range of additional sections that may strengthen your CV and highlight your skills. Here are just a few you can include if you have room:

**Key/ Core skills:** If you're writing a functional CV, or have some abilities you want to show off to the employer immediately, insert a Key / Core skills section underneath your personal profile. You should aim to detail four to five abilities at most.

**Hobbies and interests:** You can boost your document by inserting a hobbies and interests section at the end. This can help to show how well you fit into the company or the industry. For example, if you're applying for a Sportswear Sales role, why not include that you have a big interest in Football or Rugby?

Be careful though; avoid listing hobbies that don't add value to your CV or are run-of-the-mill, like reading, knitting, socialising etc. Draw on interests that make you stand out or are relevant to the job.

**Send your CV in Word format.** MS Word is the most commonly used CV format, so sending in Word will ensure that your CV can be read and passes through any CV scanning software when saving your file. Give your CV document a professional file name. The filename of your CV will be visible when sending applications, so take a few seconds to name it professionally. Something simple like **first name – surname CV** will suffice. Avoid using a messy name like **Constantine's CV fifth draft 030934**

## References:

It is accepted today just to put References available on request.

## Avoid:

CV clichés are terms like: **“hard working” “team player” “enthusiastic” “out-of-the-box thinker”**

Don't use Logo's or pictures. It will make the CV file too big

Don't put a picture of you. Some countries traditionally do this. Employers are interested in the skills and knowledge you can bring to them. Not what you look like.

Don't put irrelevant information such as Age, date of Birth & marital status.

Good luck from all at East Midlands Recruitment