



CV WRITING TIPS

Introduction

Your CV has never been more important with today's current job market. Employers are receiving enormous amounts of speculative CV's so when yours lands on the desk of a decision maker it will need to stand out just to get you to the interview stages.

Employers will make very quick decisions from the first impression your CV makes, the only objective of your CV is to get it noticed and gain an interview.

Remember your CV is not your autobiography; it must be simple, clear and concise. Your CV should also be adapted and targeted for the particular job you are applying for, focusing on the most relevant parts of your skill set or previous experience and achievements.

General Rules

- ◆ Always use a quality white paper
- ◆ Never use more than two fonts and make sure they are universal
- ◆ Two sides of A4 should be sufficient
- ◆ Always ensure it is free from spelling and grammar errors, don't just rely on spell check
- ◆ Your CV should always be accompanied by a covering letter
- ◆ Make sure your career history dates link up as suspicious gaps are very off putting
- ◆ Use your last job title in each organisation
- ◆ Where you can summarise a period of time that does not add much value do so
- ◆ Always include achievements, responsibilities and reason for leaving each role

Suggested Order

- ◆ Name
- ◆ Personal details
- ◆ Key skills and competencies
- ◆ Personal statement
- ◆ Career history
- ◆ Associated qualifications and training
- ◆ Education
- ◆ Hobbies and interests
- ◆ Referees



Stand out from the crowd

Connect HR & Recruitment offer a professional CV writing service from £59.00 inc VAT which includes a Personality Profile Analysis. Contact us for more details.

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