

PUTTING YOUR CV TOGETHER

Your CV is like a shop window - you need to display your wares in order to get potential employers to investigate deeper, by asking you for a meeting. It's a device to generate initial interest, but it shouldn't be a thesis, so keep it to the point and tailor it to the specific role you're applying for.

Remember too that because your CV will probably be one of many being considered for the role you're going for, you will need to capture the reader's interest immediately and create real impact from the outset.

Format

Keep it clear and concise at all times. Bullet points always help, as does a clean font. Never go for style over substance.

Content

Wherever possible keep your CV lean. There are lots of rules about two pages versus less. We would say remember who you're aiming at and think about what the best CVs that you have received have looked like. By doing this you won't go far wrong.

Always consider your content. What is it about your experience that will help you secure an interview? What isn't relevant? Never, ever lie. You will be found out at interview stage.

Profile

This is your chance to introduce yourself as a person and inform the reader what motivates you. Show them why they will want to meet you. Give them a feel for your personality, but don't overdo it - a taster is fine.

Work History

Employer name, job title and dates are all important here but full postal addresses, company history, size and so on really aren't. Remember, potential employers are more interested in you and what you've done.

Key skills and responsibilities are of course important, but so are achievements. You need to prove to potential employers that you'll be able to add real value to their business. Specific achievements will vary depending on what it is you do, but you should always leave the reader wanting to know more.





Dynamic New Alliances

Education

Employers will be keen to see academic achievements and qualifications, but these will always be secondary to the experience you've gained. Keep details, like everything else, concise.

Hobbies & Interests

Show you've got a life outside work. This section is always a nice opportunity to show off a bit of your personality, but don't go overboard.

