



Remember – a CV is the first time a prospective employer gets to meet you. Think about your CV as a self-marketing tool – it is for you to sell yourself to an employer. On average, your CV will receive no more than 30 seconds initial consideration. In that time it needs to make an impact.

Here are some useful tips that have helped our candidates get the job!

Start by presenting your key facts – keep them concise and formatted appropriately

NAME: First Name, Second Name
ADDRESS: House number, first line of address, second line of address, Postcode
CONTACT: Contact Number, Email Address
CURRENTSALARY: £X plus pension, x% bonus, healthcare, car, car allowance etc.
NOTICE: Immediate, 1 Month, 1 Week, 3 Months

PERSONAL PROFILE

Insert an overview of you. Your personal profile is a useful way of flagging an interest and skills for a particular career or role. This is an initial opportunity to tell the potential employer who you are and why you are suitable for the role. Keep your profile lively and succinct!

An example:

With invaluable experience in customer service and front-of-house positions at a range of high-profile organisations, I have strong communication skills and am able to work well under pressure. Furthermore, I am able to provide/relay information accurately whilst utilising good judgement and problem solving skills in order to make the correct decisions. Hardworking and adaptable, I am able to manage my time effectively in order to meet deadlines, both on my own initiative or as part of a team.

An example of your key skills that you could add to show the reader why you would be relevant for the role you are applying for:

Key Skills

- Good command of the English language
- Proficient in Microsoft Word, Excel and Outlook
- Experience in operating switchboards
- CIPD qualification
- Strong communication skills, excellent telephone manner
- Reliable and efficient with a flexible attitude

CAREER HISTORY

Your career history should be factual and be an overview of the key tasks that you either complete on a day to day basis or completed in previous employment. Think about a typical day at work and ensure you capture all your key activity. You should focus on your most recent roles as these will be most relevant to a potential employer.

You do not need to write paragraphs and paragraphs but ensure you capture relevant insight that demonstrates your suitability for a role.

Start by bullet pointing your key responsibilities and where possible aligning them to a metric. For example, if you delivered 'X' amount of parcels a day ensure you highlight the amount of parcels. If you are in finance and saved £x through process re-engineering, make sure you highlight the saving. Ensure you capture details of any key projects or value add activities you are involved in. Make sure you capture the responsibilities that are relevant to the role you are applying.

You should then highlight bulleted key achievements and again highlight the value (metric or benefit) you have added to your current/previous organisation.

INSERT ORGANISATION NAME

INSERT MONTH YEAR TO MONTH YEAR

INSERT JOB TITLE

- Responsibility
- Responsibility
- Responsibility
- Responsibility
- Responsibility.....

Key Achievements:

- Achievement
- Achievement
- Achievement...

EDUCATION, QUALIFICATIONS & TRAINING

Add education, qualifications and also training. Think about all of the courses you have been on as they potentially will be relevant. Add and relevant professional bodies/qualifications you may have or be a member of, for example CIPD, CPC, CIPS, ACCA, CIMA or CIM

- School name (Year) – Qualifications (Grade)
- Institution Name (Year) – Qualification (Grade)
- Training Course Name (Year)
- Professional body (Year)

Key Tips!!!!

- *Try and keep your CV to 2 to 3 pages and only go beyond if you have extensive experience*
- *Focus on adding detail to your last two roles – do not waste half a page of your CV by writing about what you may have delivered 20 years ago, it is unlikely to be relevant to the role you are applying for*
- *Use Arial or Calibri font 10 or 11 – avoid flashy fonts and word art*
- *Add headers that make it clear to the reader the different areas of your CV*
- *Ask someone else to review your CV and give their point of view (and listen to the feedback!)*
- *Spell check and ensure there are no grammatical mistakes*