

Many of us feel embarrassed to boast about our qualities and skills, but when it comes to job hunting, you have to sell yourself at every opportunity; starting with your CV. And, whilst it is important that you maintain integrity within your CV, this is certainly no time for modesty.

### How do I get the right balance?

At this point it is important to channel your inner 'Goldilocks'. Underselling yourself and being negative is just as harmful as overselling yourself and lying. Instead, you should aim for turning any potential negatives within your CV into believable positives. Consider the following:

*"I didn't really enjoy my last job, so I decided to go travelling. I am now desperate for work".*

*"After joining my last company, an opportunity presented itself to join a group travelling around the world. This was a once in life-time opportunity, which has taught me many important lessons, all of which I look forward to applying in my next role".*

*"I did not think the last job was challenging enough, so I masterminded and led a round-the-world trip, so think of the things I could do for your company".*

Selling is important, but it should be used in moderation and as a way of reinforcing your key skills. Also, if you cannot say something in a positive way, you may want to consider not saying it at all.

### How can I make my CV appeal to all readers?

In short, keep it simple! Don't be tempted to include unusual colours, wacky fonts, images or photos, tables and graphs etc.

Unless, you personally know the tastes of the person reading your CV, you are best leaving the gimmicks to someone else. A standard font, such as Arial or Tahoma, on plain white paper, ensures that the reader will not be distracted and miss the relevant points. Plus, it makes it easier for CV-parsing, and copying.

### What should I include in my CV?

Firstly, don't worry about including 'Curriculum Vitae' as a header, as it just takes up valuable space. After that, we recommend sticking with this tried and tested format.



### What other tips do you have?

- Remember to spell check or ask a friend to proof read your CV
- Remember to include all career breaks
- Try to keep the CV to a maximum of 3 pages
- Be honest and try not to under or over sell yourself
- Stick to a simple format and use only one size and style of font
- Try not to over clutter your CV by using up all the space
- Use bullet points sparingly and never substitute a full sentence if it can sell your skills more effectively
- List technical skills in order of proficiency, along with a level of proficiency
- If your career history stretches beyond 3 pages, then consider summarising your earlier career history
- Don't underline section headers as this can appear messy, and can be difficult for scanners to read
- Do not use both sides of the paper
- Finally, do not include information that is irrelevant to the job, i.e. information that refers to age, gender or physical characteristics, such as; date of birth or photos

Contact us on 020 8123 7769 or email us: rod@resourceondemand.com for more help.