
WRITING THE PERFECT CV



Writing a good CV can be a tough challenge, particularly if you are not very good at selling yourself.

However, given that many employers only spend a few seconds scanning a CV, it's really important to get it right in order to stand out from the crowd.

That's where we can help. Below, are our top 10 tips on how your CV can make a great impression, and if you're still stuck, you can always call us and we'll be happy to give you our honest opinion about how you can improve your CV to get the results you need.

1. Keep it real, keep it relevant

Since an employer is only likely to spend a few seconds reading your CV, it should really be no more than two pages of A4 paper.

They aren't looking for your life story, they just want to know "do you have the skills to do the job?". Therefore, keep your CV punchy and to the point. You can always add a line to suggest that more information can be provided during the interview.

With this in mind, if you are one of those highly skilled people who covers a vast and varied skill set, or maybe have a long history of contracting it is recommended that you tailor your CV to the role you are applying for. Including everything you have ever done, can very easily distract your potential employer from spotting the skills that you need them to see.

Research the role and try to identify the skills they need in that role and make those your priority for inclusion within the CV.

Finally, whilst there is the temptation to exaggerate accomplishments, it's always best to keep it honest. Employers are likely to apply for references and do a background check and don't appreciate blatant or even 'little white' lies.

2. Make it personal

Use a short personal statement to tell them, why you are the best person for the job. This is an opportunity to sell yourself and focus a potential employer on your best attributes.

Research the company to discover what their core values are and if you share similar values you can include them within this statement.

3. Skills, skills, skills

Try to bring your skills to the fore by including a skills section in your CV. Again if you have covered multiple roles and job functions, tailor it to ensure the skills listed are relevant to the role you are applying for. Also make sure you understand the difference between transferable, job related and adaptable skills.

4. Qualifications and certifications

It's important to include details of qualifications and certifications that you hold, but you don't need to necessarily include them all. Remember an employer is only going to be looking for the certs that are relevant to their job.

5. Gaps are not good

Employers are a cynical bunch of people and gaps in a CV can make them suspicious. Even if you have been out of work for a while, you can still have a positive take on the situation. For example, did you take time to travel and broaden your mind, did you take a course or volunteer, or was you working on developing your skills? If so shout about it and let them know your time has not been spent idly.

6. Mention previous jobs

Present your former jobs in a way that shines a light on you and your skills. Back up your achievements with numbers to make selling yourself even easier. For example, if you were responsible for generating more revenue for your former employers, tell them by how much i.e. 70% increase. This will help a potential employer to translate this into their own business.

7. Check for errors

The odd typo here or there might not seem like a big issue, but believe us, it is a big No-No. Employers do look for mistakes on a CV and it never goes down well. After all, given the volume of CVs they look at they will be looking for reasons to discount applicants from the screening process.

Always use spellchecker, and perhaps a good friend to review your CV for you.

8. Make it reader friendly

Take time to make your CV look good. The use of bullet points is great for keeping sentences short. Leave plenty of space or gaps around categories of information.

CVs that are packed full with boxes, tables and graphs might look great, but again they can distract the reader from finding the information they need quickly.

9. Put the buzz in buzzwords

Keywords are very important as it helps employers and recruiters to get to the information quickly.

You probably know the keywords for your market or sector but if not Google it. However, as with all advice keep keywords relevant to your skill set and job you are applying for. Popping in irrelevant keywords will only end up in frustrated time for both you and the employer / recruiter.

10. Keep it current

Remember to keep your CV up to date. Every time something significant happens in your career, remember to update it on your CV, so that your CV is ready to go at a moments notice.

Contrary to popular belief, employers do get annoyed when they interview people, only to find out the last job listed on their CV is not their current or most recent one. It shows a lack of effort and a attention to detail, that speaks volumes about you.

If you are working with a specialist recruiter, try to follow these extra tips:

Stick to your Word

Recruiters often have to strip information from a CV to comply with equal opportunities policies, therefore make sure to provide them with a Word version of your CV.

Remove tables

Hiring companies, often request that CVs are presented in a particular format. Therefore have a table free, friendlier version of your CV that you can present to them.

Put your recent job first

It might sound obvious, but you'll be amazed how many people still list their most recent job last on a CV. Like employers, recruiters want to get to the relevant information quickly, so always list your current or most recent position first.

Link to certifications

Many IT industries such as Salesforce have a certification verification website, so wherever possible include a link to your certifications.

Eligible, or not

No one likes to waste peoples time and this is true for recruiters. If you are applying for a role in a specific county, make it clear on the CV if you are eligible to work in that country or not.

Need more help?

Contact our team now on hello@resourceondemand.com or 01322 272 532 and one of our team will be happy to help.