

HINTS & TIPS SHEET VOL:3

HOW TO WRITE A CV WORTH READING



SALES



PROCUREMENT & SUPPLY CHAIN



MARKETING & CREATIVE



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BUSINESS SUPPORT

On average recruiters spend between 5-7 seconds looking at your CV. As your CV is your first and best chance to get noticed by hiring managers, you need to make it as easy as possible for them to find what they are looking for.

CUT THE FAT

You want your CV to be around 2 pages - no more than 3. Ask yourself if the sentence you have written is relevant to the role you're applying for. Bullet points help keep the word count down and make your CV more visually appealing, but still make sure to include the relevant detail when using them.

FONTS & FORMAT

Standard fonts are best when writing your CV. Arial, Calibri and Georgia are good options in 10, 11 or 12 point. Use a logical order with clear headings and emphasise the information you want employers to see first. This helps them find the info they need quickly.

TAILOR YOUR CV

Like your cover letter, you should tailor your CV based on the role you are applying for. It makes it easy to see why you would be a good match to the role, and proves you are dedicated enough to work on your application. Read the job description and make a list of skills and experience it asks for, and you can then

refer back to this list when writing your CV. If you have the skills in the list you have compiled, make sure to display these prominently. If your experience does not really align with the job description, think about transferrable skills and explain that you are willing and prepared to cope with these new duties.

STAND OUT FROM THE CROWD

Avoid cliché phrases - they just make your resume look like everyone else's and you'll fade into the background. Instead, support your attributes with real examples and achievements. "Increased revenue by X amount" sounds far better than saying you're a "hard worker".

CONTACT DETAILS

You need to include your full name, phone number, email address and home address clearly on your CV. Many choose to miss out their home address but when recruiters search for roles one of their criteria is location – if you omit yours you could be overlooked. If you are in a creative role, you may wish to include a link to an online portfolio or some examples of work.

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PROFILE

Think of your profile as your opening statement. It is no more than a paragraph of text, where you talk about the type of work you are looking for, your key strengths and skills, and the kind of role that would play to those strengths. This paragraph should make your potential employer want to read on and delve deeper into your CV. Use a logical order with clear headings and emphasise the information you want employers to see first.

EDUCATION & QUALIFICATIONS

Include the details of all your qualifications and exam results; the names of institutions with the dates attended in reverse order. For example, university / college results before school results. Be specific, include start and end dates, qualification types and grades.

If you have extensive qualifications, you may want to just include the most recent. For example if you have a PhD, you may want to leave off your GCSE results. Make sure to add any vocational courses you have completed in this section. You may not feel that a First Aid course is that complimentary to the role you are applying for, but your potential employer may see it as an extra valuable skill.

EMPLOYMENT HISTORY

Employment history should always be in reverse order, with your most recent role first descending chronologically. This section must clearly state your job title and employment dates, and you should include more details about more recent roles, and fewer details about roles you had earlier in your career.

Each position should have a paragraph summing up your role and responsibilities, with your daily duties in bullet points below. This makes it easier for employers to read and uses less words. You could also add 2 or 3 key achievements for each role – successes that will set you apart from the crowd.

These might be projects you have worked on, money saving processes you have implemented, or an award you have won.

As mentioned previously, use quantifiable results where possible. Make sure to showcase the two types of skills on your CV – soft skills and hard skills. Soft skills cover aspects like communication, organisation or attention to detail, whereas hard skills are often linked to specific software, tools or knowledge and vary by industry.



HOBBIES & INTERESTS

By now your potential employer knows your achievements and you can start to give them an impression of who you are as a person. This can help show what motivates you, what you're passionate about and the areas you excel in outside of work. This section can showcase your personality and help you to stand out.

Some hobbies and interest need valuable skills or knowledge that can be transferred to the workplace. If you are the treasurer of a club for example, you have experience with accounting. Highlight transferrable skills and always try to relate a hobby or interest to the role you are applying for.

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LAST BUT NOT LEAST

Most importantly, don't lie on your CV. A good interviewer will always catch you and even if they don't in the interview, your referees will give an honest account of their time working with you. You do not need to include your reasons for leaving a job on your CV, but you need to be prepared to answer these in your interview.

Similarly, current salary details should not be included, but you should be prepared to discuss it in the interview. Finally, your CV needs to be checked for grammatical errors and spelling. It is best to get an independent person to check your CV, as it is easy to miss mistakes when you have been reviewing the same piece of text for a while. You only get to make a first impression once!

NOT SURE WHERE TO START?

If you are looking for a new role and are unsure where to start, give us a call. Our recruiters all look after different roles, so if you will be able to speak to a specialist in your industry. We can look over your CV and give you helpful tips and suggestions, and we may even have a role suitable for you. Sometimes we know about new vacancies that will be coming on in the future that are not advertised on our website yet, so it is always worth getting in touch.



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