



## **Improve Your CV**

Your Curriculum Vitae is your marketing tool and its sole purpose is to generate positive interest and attention by ensuring it creates a good first impression and 'sells you' to the reader. A badly presented CV can challenge the credibility of the contents and ultimately the competence of the individual it represents – you!

With the ever increasing rise in on-line applications and subsequent high volume of CV's received by recruitment agents and employers, you have, on average, 2 minutes to catch someone's attention and stimulate interest in what you have to offer!

Quality CV's are easy to read, factually interesting and provide a pertinent summary of career history highlighting skills whilst drawing the reader's attention to key achievements.

There are no golden rules on the order of how you present your CV other than the core of a generic CV should have 3 key distinct sections:

- Personal Details
- Education and Qualifications
- Career History

CV's may also contain an optional introductory profile

### **3 ideas for an Introductory Profile**

Composing a profile can be the hardest section of the CV to get right – If it is not effective, it can be potentially damaging to your image. The right statement however, can be powerful.

- **The Personal Profile:** A brief profile that talks about you as a character and highlights personal characteristics expanding on your qualities and attributes. This is often difficult to compose as it is a subjective opinion of yourself and needs careful thought in the choice of words.
- **A Career Profile:** Your focus here is on experience and career highlights drawing on the compatibility of background and skill sets to the roles applied for.
- **A Career Objective Profile:** Here you are making a statement about career goals and aims linked to experience and/or education. This can be used independently or in conjunction with either of the other 2 profile ideas.



### **Personal Details**

- Name
- Address or area of domicile
- Contact telephone numbers (Home and Mobile)
- Email Address
- Car Driver?
- Nationality and status to work in the UK if applicable

### **Education and Qualifications**

If your education and/or qualifications are irrelevant and do not reflect your career achievements, you are not obliged to list them.

- Start with the highest or most recent academic qualification showing dates and achievements.
- It is not necessary to list every examination grade taken unless at the very early stages of your career. The highest academic achievements are sufficient as your career progresses.
- State professional qualifications and any memberships
- List relevant professional training and courses
- Show any language skills
- Describe systems literacy

### **Career History**

If your career has spanned more than a decade, employers will want to see the most detail linked to recent positions. Earlier roles can be summarised to show track record and career progression.

- Start with the present/most recent employer and work back chronologically.
- Name the employers and provide information on the nature of their business.
- Provide dates of employment ideally to the nearest month.
- Give job titles for positions held.
- Provide clear and concise details of key responsibilities and tasks.
- Illustrate achievements and/or acquired skills relevant to specific roles and quantify where possible, by illustrating the impact and end result of your work.



### **Check List for your CV**

- Is it clearly presented with no lengthy paragraphs?
- Is the information concise over 2-3 pages?
- Have I been factual and accurate?
- Are my employment dates consecutive with any gaps explained?
- Are key skills and strengths evident with achievements emphasised?
- Have I used bullet points for focus where relevant?
- Have I checked spelling and grammar?
- Is it free from industry specific jargon?
- Are my hobbies and interests genuine, positive and if possible, relevant?
- Have I kept it pertinent and punchy?

### **References**

Make sure references are available on request.