

## CV

# Writing Tips

So, you've found your dream role and know you tick all the boxes in terms of the skills and experience needed to do the job. But how do you craft a CV that demonstrates you're the perfect match?

With a never-ending source of CV Dos and Don'ts online, we decided to create a one-stop guide on how to format your CV, what to include and what to leave out.

Whether this is your first job and you're creating your CV from scratch, or you're an experienced professional looking to stand out from other applicants, we've got you covered.



## Where To Start

We suggest treating your CV as a project and not something you have to rush through at the last minute. Instead, set some time aside and kick things off with a brainstorm identifying the highlights of your career. Think about key moments of success and the achievements you'd like to share with a future employer. An easy way to do this is to store feedback or emails about major accomplishments as they happen and refer back to them when updating your CV.

A good approach is to think of your CV as a sales tool - one that summarises the skills and experience you've gained throughout your career. And as with any sales tool, you need to make sure you can quickly and easily articulate your value proposition to a prospective employer.

The layout of your CV is also key. You want to make sure it's easy to read, making the most of bullet points and headings to guide the reader down the page. Manage your white space and it's worth bearing in mind that many CVs are read onscreen which means people are much more likely to scan the page rather than read every word in detail.

Speaking of important words, did you know that many recruiters and Hiring Managers use automated systems for shortlisting applicants? Employers will plug in keywords and phrases based on skills or experience that are most important to them. The software will then scan your CV to see if you've referenced those keywords. The best thing you can do is make sure you adapt your CV to every job and include keywords used in the job description and ad.

# Opening Statement

Your opening statement, also known as your personal profile, is your chance to capture the attention of the Hiring Manager and outline your personal attributes as well as your professional experience. As always, try to adapt it to the role you're applying for and think about what makes you different from all of the other applicants.



## • Experience



Your professional experience or work history should be listed out in chronological order starting with your most recent position. Provide the following information for each job you've held, with more of a focus on your most recent roles:

Job title

Business name

Dates you worked there (month and year)

A summary of what the business does and what your responsibilities were

3-4 key achievements e.g. Increased department sales by 10% during FY2021/22

## • Education



Provide a succinct summary of your qualifications including the name of the course, the institution where you studied and the grade you achieved.

## Personal Interests



If you participate in any extracurricular activity that is linked to the role you're applying for, include a brief summary. For example, if you volunteer with a charity or hold a position at a local community group that demonstrates relevant skills and attributes. Don't be tempted to include personal hobbies and interests that have no direct link to the role.

## • Contact Details



Don't forget to include up-to-date contact information so the Hiring Manager can get in touch with you to arrange an interview. Provide your mobile phone and email address, indicating which is your preferred method of communication.

You should also provide any other links that support your professional experience, such as a LinkedIn profile, online portfolio or professional website depending on the industry you work in.

# Other Top Things to Consider



## Keep all content based on relevant facts and results

This removes any issues around unconscious bias and you'll have plenty of time to show personality during the interview.



## Tailor your CV to every role

We've said this already, but it can't be emphasised enough how important it is to adapt your CV every time!



## Explain gaps

If you took a gap year or had time off to raise your family, say it. But also include what you gained from that time. Did you acquire new skills or gain an additional qualification?



## Keep it to two pages

Aim to get your CV, including your work history, onto two pages if you can. If its longer than that, make sure the content is relevant, and make good use of formatting.



## Proof read!

Go through your CV with fresh eyes, and have a friend read it for you. Spelling and grammatical errors show your prospective employer you may have an issue with attention to detail.

## CV Advice from the Experts

Here at WE Talent, we've read through our fair share of CVs and know what Hiring Managers are looking for. If you're about to take the next step in your career journey, get in touch to discuss current opportunities. We're also always happy to review your CV and provide tips so you stand out from the crowd.

### Useful Links

<https://www.reed.co.uk/career-advice/cvs/cv-templates/>

<https://www.mypervectcv.co.uk/cv/templates>

[www.cv-library.co.uk/career-advice/cv/cv-templates/](http://www.cv-library.co.uk/career-advice/cv/cv-templates/)

Here at WE Talent, we're pleased to share our advice and knowledge, and we're sure you'll have many more questions about writing the perfect CV. Get in touch if we can support you further.