

Guide To Writing A Good CV

It's surprising how many people lose out on jobs because they don't understand how to write a CV or what recruiters look for when they read your CV. Take your time and put some thought into it! You have to remember that whoever reads your CV doesn't know you, it's your main selling tool and quite often recruiters will scan quickly through your CV so it has to be brief, to the point and informative!

- Use a simple font, like Ariel, Calibri, Times New Roman or Tahoma – not too jazzy! Don't make the text too big so it looks as though you're trying to fill the space and not too small so that it can't be easily read. Size 10 or 12 font is a good size!
- Keep it brief! Your CV should be 2 or 3 pages long. Recruiters want a quick picture of your history, not an autobiography!
- Make sure your contact details are accurate and present! Many people forget to even add their phone number! If you have an email account, try to avoid silly ones like bigboy@hotmail.co.uk. Have something sensible like your name, remember hotmail accounts are free so set up a new one if you have a silly email account!
- Start your employment history with the most recent and work your way back.
- Make sure the date of your employment add up without gaps. If not, account for the gaps otherwise it rouses suspicion as to what your status was during those gaps! It doesn't matter if you were unemployed just say so!
- When giving details about your employment, make sure you think about the tasks that you do every day, the things that are perhaps not relevant to you could be the most relevant duties to a recruiter. Think about if you were recruiting for a job, what qualities or skills would you look for in a person.
- For your employment history you should go back around 10 years. Don't worry if you haven't got this much just put down what you have. If you have more than 10 years, unless its real industry specific roles or if you have held the same jobs for years then you wouldn't necessarily need to put it down as what you done 30 years ago is not likely to be relevant today.
- Recruiters don't necessarily care about your outside interests, it's your employment history that's important – that shows more about people than whether or not you like walking dogs and going to the cinema!
- Make sure you print it on nice paper, doesn't need to be expensive and avoid coloured paper.
- Some people like to put graphics or motifs on their CV, if you do don't put too many graphics on there. It should be tasteful and not distract from the content.
- Some people also like to put their picture on their CV. Personally unless your appearance forms an integral part of the role i.e. actor, model etc.. then it's not really relevant.

The most important thing of all is keep it clean, simple and to the point. Remember recruiters will often have a huge pile of CV's to sift through and will spend seconds looking at yours, make those seconds count and keep your CV professional and articulate. If you are not particularly good at writing or with words, ask someone for help. Your CV is your shop window for recruiters.