

WRITING YOUR CV

In what is a competitive market for job seekers, it is essential that your CV stands out from the rest and that it is selected for the next stage of the application process – the interview.

More and more individuals are seeking help to develop their CV and this is something we can do to help you on a one to one basis.

Below is some of the key information that needs to be considered for the CV to stand out and get you the interview.

ACCURACY

Once written check the spelling on the CV and ensure that the grammar is correct. You would be surprised how many clients we speak to that do not do this and send it off without checking. For a potential employer this could be the area that helps you stand out and provide the right impression. It could also be an essential part of the role – accuracy, attention to detail etc.

Using spellcheck can help. It is advisable to get someone else to check it over as well. Spellcheck does not always pick up the right word or phrase.

UP TO DATE

Focusing on what you have done and achieved recently is what your prospective employer is looking at. Spending too much time on past experiences can be the thing that stops you getting to the next stage. It allows the prospective employer to understand what your recent skills in the role was and to look at what you have enjoyed doing as well as where your strengths are. Are you currently studying? What new systems or processes do you have experience in? What value can you add to the employer?

ADDITIONAL INFORMATION

Here you have the opportunity of expressing what other activities you have been involved in – have you written any articles / books / been involved in recent research?

Including details of your hobbies can create good rapport and additional areas to discuss.

Although not the norm, individuals have included pictures of recent work to demonstrate what they have been involved in as well as what they have achieved. One of my clients included some of their architectural projects and quotes from the book they wrote from this experience.

Another design student had a standard CV along with a CV that was designed to look like a building and that folded out to reveal their experience.

Both ideas were commented on positively by the employer as individuals that had taken time and thought about how to sell their experience and the value they would add to the company.

Again, get another person to review your CV, allowing them to provide constructive comments to help you develop it where needed (if needed).

One thing I always say to my clients is that the CV is your CV and that you need to be happy with it and if you are, great. If not, develop and develop it until you are.

WHAT TO INCLUDE

There are different ways to lay the CV out and searching the internet will provide different options for you.

Each CV should be tailored for each position you apply for so that it reflects your fit, experience and uses the terminology of the job itself.

Your CV should include the following details and be maximum of 2 A4 pages long;

- Your personal details and contact information
- Personal profile / objective
- Experience / work history, starting with the latest position and providing bullet points on what you have done / achieved
- Key skills and attributes
- Key achievements
- Qualifications and memberships

➤ Hobbies