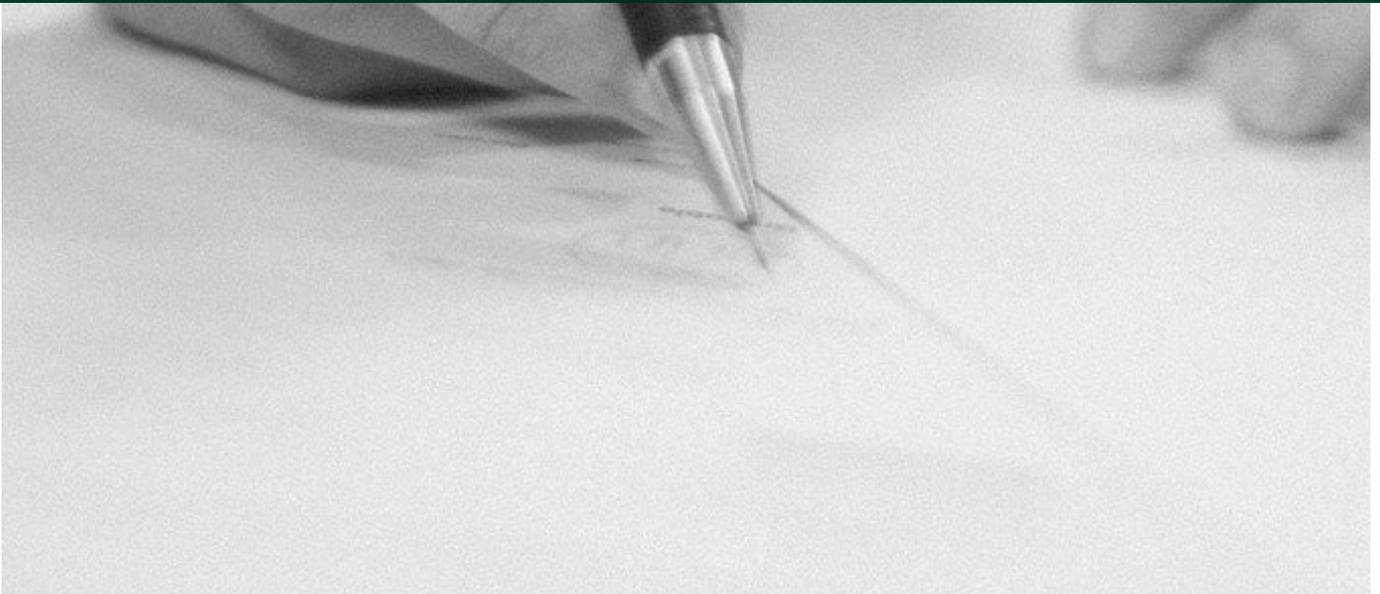




CAREERS ADVICE FROM ASSURITY CONSULTING

Writing a CV Top Tips



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Every CV is different and there's no right or wrong way to put one together. However, your CV should always be clearly formatted and short enough for any recruiter to scan through quickly.

With that in mind here are some top tips on writing your CV.

1. Personal Details

You'd be surprised how many people don't include the really important information on a CV such as their name, email address, contact number and address. These should be clearly presented at the top of your CV so that any recruiter can easily find this information should they wish to contact you.

2. Personal Statement

Your personal statement should be the first paragraph on your CV, therefore it's the first thing recruiters will read about you. It's your chance to sell yourself and make yourself stand out from the rest of the candidates applying for that job. It should briefly explain about yourself, what you're offering and what you're looking for. But remember, keep it short and sweet or you're at risk of boring the recruiter.

3. Work Experience

Starting with your most recent employment, the work experience section should list all your relevant work experience. Make sure you include the key information, name of the organisation, job title, the date you started the role and the date the role ended (if applicable), and your key responsibilities.

4. Previous Achievements

These can either be listed in a separate section of the CV or can be incorporated within other sections under the relevant work experience or qualification. In this section you get a chance to demonstrate to the recruiter how your previous experience has given you the skills you'll need in the role you're applying for.

5. Education

Your education should be listed here including dates, qualification studied for and grade achieved. If you have recently come out of education and haven't got a lot of work experience it's a good idea to put an emphasis on your education.

6. Hobbies and Interests

Including hobbies and interests on your CV isn't a necessity, but it can sometimes help back up your skills. If nothing else, it could give you something to talk about with the recruiters in your interview. However, socialising with friends isn't a hobby or an interest! If it isn't going to add value – leave it out!

How to present your CV

Your CV is the first introduction the recruiter will have of you and will ultimately get your foot through that door into an interview. If they like how your CV looks, they will read on. If your CV is a messy and confusing, they won't give it a second more of their time.

When writing your CV always:

- Keep it short and sweet, the recruiter doesn't need your whole life story in detail. Two sides of A4 will suffice.
- Choose a clear, simple font which looks professional. Your CV needs to be easy to read for any recruiter. Never use word art or any form of clip art on your CV, we should have all left those behind when we left school!
- The layout of your CV should be logical with good spacing. Make sure you include clear headings for each section. That way, if the recruiter needs to look at a certain section, they don't need to read the whole CV again.
- All your work experience and education should be written in reverse chronological order highlighting your most recent work experience and education first.
- Grammar and spelling mistakes are a definite NO. If you can't get that right on an important document such as your CV, what are you going to be like if you get the job? Recruiters will often disregard a CV if they spot a spelling or grammar mistake straight away.

Once you've put your CV together never assume it's finished. Every job you apply for is different and your CV should be tailored to each role in order to make yourself stand out. Once you've read the job description of the role you're applying for, you should highlight on your CV you're the right match by:

- Outlining the specific skills, you have to offer the employer;
- Relevant accomplishments and achievements;
- Both the work and educational experience you have that would suit the role; and
- Personal qualities which would make you a good match for the job.

Many websites offer free CV templates which will help you on your way to producing the CV that will get you the job you've always wanted.

For information on careers at Assurity Consulting, please get in touch.



Visit our website
assurityconsulting.co.uk/careers



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