



# Guide to writing your CV

## **Why do you need a good CV?**

The first step onto the ladder of your NEW Career is your CV. We all know that 'The first impressions' are the most important. Employers receive hundred of applications every single day, and many will be discarded simply on the merits of the CV alone. Many good potential employees are not even shortlisted due to having a poor CV.

You will find many CV Writing services that offer their services at anything from £50-£500 (GBP). Many companies will use computerised software, so your CV could turnout like many others. A CV should be unique to yourself but do follow the correct format. Ideally keep it to TWO Pages maximum.

As a recruitment manager myself, I understand the frustration to see a continuous stream of POOR Quality CV's entering your inbox, and post tray. Sometimes even the most fundamental things are missing from a CV or written incorrectly. It never ceases to amaze me the spelling mistakes and grammatical errors that occur constantly throughout a CV even from those who are applying for a job as a secretary and are supposed to have a degree in the English language.

## **Planning your CV**

The next question is where do I start? By following this plan it will in fact be very simple & straightforward.

1. Firstly you need to prepare yourself before you start on your CV it is best to get pen & paper and start the outline of basic information.
2. The first section of your CV will be your personal information, (you should not need to plan this)

## **Personal Profile**

It is common to have a brief 'Personal Profile' a short blurb of 40-60 words. Make the brief relevant to the type of roles you are seeking. Make it punchy and interesting.

## **Employment History**

Start making a list of your Employment History, start from your current job and simply go back in time. Try and remember to find out the month you started & left each employment. Be specific. If you have worked in a sales role state the amount of sales you bought in, the increase in T/Over for example. No matter what role you have been in be specific, a Cashier could state "Cash handling" or "handling of cash payments, and cashing up amount of over £5k per shift" Being specific allows a better insight to your actual duties.

## **Industry Qualifications**

Remember to ADD all of your Industry qualifications, form the manual handling course to the H&S Induction. Remember to list here your IT skills too.

## **Education**

List your education in time order listing your most recent qualifications

## **Interests/hobbies**

Select a few of your main interest but be sure to be honest. Often people have been caught out at a later stage when asked a question on their favorite interest it can lead to an embarrassing situation.

## **References**

It is crucial you give referees who you know are reliable and will send the request back immediately. Also ensure they will give a good reference, no referee can give a bad one but they can give a very average