



WRITING A CV

A well written and well-structured CV can **set you aside** from the **competition**. Here are some **tips** on what to consider when writing your CV:

- ✓ *Have your full name, address and contact details clearly displayed at the top of your CV.*
- ✓ *Avoid using gimmicky or funny email addresses as you want to create a **good first impression**.*
- ✓ ***Include** your education and qualification achievements, highlighting any relevant qualifications clearly.*
- ✓ *Personal achievements are great to include, as this will **show your commitment** and drive outside of the work place. For example, Volunteer at my local Girl Guide group or Raised £500 for Cancer Research by doing a sponsored swim.*
- ✓ *Skills and attributes can **enhance your CV** if they are relevant to the role you are applying to. For example, Able to communicate well to children and parents.*
- ✓ *Good presentation is essential. Managers have lots of CVs to read when recruiting, so make it easy for them by having a **clear and simple layout**.*
- ✓ *Check, and double check, your spelling!*
- ✓ *When writing about your employment experience, **use concise bullet points**. Avoid using paragraphs as managers tend to scan read CVs meaning key information could be missed.*
- ✓ *Write about your most recent employment experience first and work backwards.*
- ✓ *Write your CV in either past or present tense, avoid switching between the two.*
- ✓ ***Keep your CV to 2 pages** – if you have had several jobs, only provide detail on the most recent experiences to ensure you keep your CV relevant. (You should still provide the dates and employer name for every role but not necessary to include the duties.)*

WRITING A CV

- ✓ *Choose positive and assertive language. For example, Organised a charity event at work which raised £200, or Achieved Employee of the Month for my 1-2-1 support with one of my key children. Hobbies and interests can be good to include. These show an employer your commitment, team work and how you use your free time.*
- ✓ *Keep your CV up to date with **correct information** relating to your contact details, employment and skills.*
- ✓ *It is worth remembering that a CV is an essential part of any job application. It could be the difference between getting shortlisted for an interview and not! Your CV is a great opportunity to display your summary of skills, experiences and qualifications.*

We suggest that you tweak your CV according to the role you are applying for, to ensure the relevant information is highlighted.

If you would like some more help on writing your CV, covering letter or filling in your application form then feel free to get in touch. We will always try and help you the best we can!

Good luck



Follow us on    

 07940 522 743  info@choice-recruitment.co.uk  choice-recruitment.co.uk