

## CV Advice & How to make your CV stand out

In an ever competitive challenging job market, it is essential your CV highlights your key competencies, experience and accomplishments. The purpose of a CV is to create a first impression and improve the opportunity of securing interviews and getting the job you want.

Employers will have limited time to review CV's therefore it is imperative to make your CV stand out with the information relevant to what the employer is seeking in terms of job requirements.

Your CV should be a clear and concise overview of your education, employment history, qualifications and experience. It should be a professional document, essentially highlighting your features and benefits, after all a senior manager or someone of authority will be reviewing it.

Evolve Recruitment's experienced consultants will be able to advise you on your CV and give you any suggestions to ensure it is the best representation of your experience and skills.

### Layout of a CV

#### Presentation

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- Choose a clear font which is easy to read.
- Think carefully before you begin, your CV should be organised, easy to read and interesting. Use headings, short sentences or bullet points.
- Confirm dates and qualifications are correct
- Check for spelling, punctuation and grammar

#### Personal Details

- Full Name & Postal Address
- Email Address
- Contact telephone numbers - home and mobile with STD code
- Driving Licence - if applicable
- Nationality & Visa Status

#### Personal Profile

- A short paragraph highlighting your key skills, strengths/qualities
- and experience

#### Education & Qualifications

- Start by putting your most recent education and qualifications first e.g. University , College for Further Training.
- List all education from Secondary school onwards
- Name Schools, Colleges, Universities with the locations
- List examinations passed with the dates and result List examinations passed with the dates and results
- Any specialist training courses attended relevant to the job
- Include any relevant courses attended
- List any professional qualifications
- Education and Qualifications should only be listed before
- List Employment History for recent Graduates and School leavers

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### Employment History

- Start with your most recent employment
- Start with the Month /Year started and finished, Job title, employers name, nature of business
- Using bullet points list key responsibilities in detail, including any major achievements
- Highlight any achievements throughout your employment period within a company
- Ensure you account for all gaps in employment
- Reasons for leaving do not need to be included

### Skills & Additional Information

- List any languages, indicating whether they are written, conversational or fluent
- IT skills including the level of proficiency and the version of software used
- Interests & Hobbies
- Highlight any extra-curricular activities that show outside interests, keep this brief and factual. E.g. sports, show health & fitness.

### References

- 'References available upon request' is adequate to add at the end of your CV

### Other things to consider

- Try to keep your CV to 2 pages if possible.
- Remember to tailor your CV as employers will value this and do take time to check and proof read your CV for any spelling or grammatical errors.
- Should you require further information or advice on writing your CV please contact Evolve Recruitment.