

CV Writing: Things to Consider

Look on your CV as an advert for yourself. It needs to effectively show prospective employers your experience, skills and personal qualities.

Keep it Clear

Before you start, sit down and spend some time working out exactly what needs to be in the CV and in what order it should run. Any relevant skills and experience should feature, but don't overdo it! If you're going for a role as a Managing Director, the fact you had a paper round aged 14 is not relevant...

Keep it Concise

Provide detail, but keep it relevant. As an advert for yourself, your CV needs to hold the interest of the prospective employer. As a rule, two pages maximum should be used, but don't feel you need to fill space - if it's relevant, informative and fits on one sheet of paper, then that's enough.

Be Honest

Make the most of your skills and experience - shout as loudly as possible, but always tell the truth. If you over-exaggerate or blatantly lie, you will be caught out at interview stage...

Think About Presentation

Make it look professional. If it's noticeable, it will be remembered. Use bullet points, highlight relevant words in **bold**, justify text, organise into short paragraphs. Use the layout in a way that really highlights your attributes.

Use Facts and Examples

When describing your experiences, use brief examples of how you've actually used your skills either in the workplace or outside. For example if you have re-organised or saved money, say how and how much. Also remember, the skills you use in your hobbies may be just as relevant as those you use at work.

Don't Duplicate Information

Where space is limited and you need to keep things interesting, refer to them only once. If you have examples of certain skills and attributes, use them once and refer to that point again if required..

Describe Yourself – Use Adjectives

Are you **friendly, approachable, committed, focussed** or **supportive**? If so, make sure your prospective employer knows! Adjectives describe you in a simple, concise way – never underestimate how important they can be in painting a picture of your potential.

Always Spell Check

Attention to detail is key and says a lot about you. Obvious spelling and grammar errors will overshadow the actual facts in your CV. It takes seconds to use a spell check but could make all the difference.

Different Version for Different Applications

Don't just write one version of your CV. By all means work from the same outline, but remember different roles and different employers are looking for different attributes. Take some time to go through the job description and work on promoting the most relevant aspects of your skills and experience.

And a final golden rule...

Don't write CV or Curriculum Vitae in big letters at the top of the document. It is wholly unnecessary, wastes space and takes up room that could be used to highlight your name or provide an overview of your attributes. After all, a book doesn't say 'This is a Book' on the front cover – it's self explanatory...

If you need any CV writing tips or would like Swann Recruitment to look over your CV and provide feedback, please get in touch.

To discuss any aspect of this resource, comment or add to it, contact Swann via any of the means listed on our website www.swannrecruitment.co.uk