

Writing a CV that opens doors

We are often asked how do you write a good CV?

There is lots of advice out there and the topic is very subjective. However one thing is for sure, as you climb the career ladder it becomes even more difficult to know which aspects of your experience to include and highlight within your CV.

So, here are our top tips for making the right first impression.

- ✓ Keep it simple – your CV should be easy to read and should not include jargon or terms someone who is not expert in your field wouldn't understand.
- ✓ Two pages of A4 are enough with a short, summary profile at the beginning. Your profile is your elevator pitch. It should concisely explain your most important and relevant experience, personal attributes and core strengths.
- ✓ Tailor your CV to each specific job and where possible write a cover letter that specifically outlines your relevant experience in line with each aspect of the role requirement.
- ✓ Provide a short description for each organisation you have worked for explaining the nature of the business.
- ✓ Most importantly, for each role showcase your achievements – offer evidence of what you have delivered and how targets were exceeded.
- ✓ Provide more detail for roles you've held in the last 5 to 10 years and less for roles further back in your career history.
- ✓ And finally, check and double check! You'd be surprised how many CV's we see with sloppy errors even when people are applying for senior level jobs! Take a fresh look the next day and ask for a second opinion from a trusted friend or colleague.

For more career development help visit www.talentperformance.com or contact us on 01789 333297 or enquiries@talentperformance.com