

TOP TIPS ON WRITING A STAND OUT CV

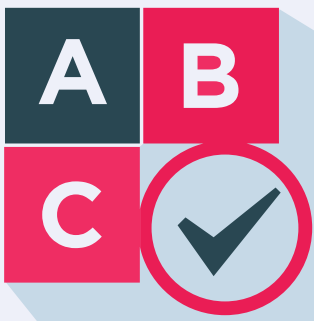
...FROM A RECRUITERS PERSPECTIVE

MAKE MORE THAN ONE

Make more than one CV. Tailor them for specific jobs and have an overview copy for job boards. Don't be afraid to mix it up and test which one is responding positively.



SPELL CHECK IT



Spell check, spell check, spell check! Too often in recruitment, we receive CV's with spelling errors – the most common being manger instead of manager and roll instead of role...

SIMPLE AND EFFECTIVE

It takes a recruiter roughly seven seconds on average to read your CV. Make sure your layout is simple. Make it clear, easy to follow and professional.



JUST GRADUATED?



Put your education at the top – its your biggest achievement! That way your CV is clear to recruiters straight away that you are a new graduate looking for your step on the career ladder.

CUT IT BACK

Your CV really only needs to be 2 pages long. Streamline your CV to showcase your greatest achievements, not every medal you've ever won.



KEY WORDS

Key words are your best friend. Think what a recruiter would search for. Interested in working in customer service, make sure you have the words customer service in there...



PROOF READ IT

When you're almost finished, proof read your CV. Give it to a family member or a friend to check it reads well, is simple and effective and contains all the key words needed.



NEED MORE?

Follow our top tips to help you create a thorough and clear CV. If you are still struggling to get your CV perfect, get in touch with our consultants who are more than happy to help!



RECRUITMENT

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