



Tips for CV Writing

Your Curriculum Vitae is the document that will convince prospective employers of your academic and professional background, and it will help them decide if you are worth interviewing for a particular position. It is vitally important that your CV is well-structured, clear, simple and accurate - do not be tempted to over-elaborate on your experience as you will be caught out at a later stage.

Your CV should be more than just a chronological history of your life and should not be a story. It is important to construct it as effectively as possible, using facts and achievements. There are several key points that make a successful CV. The stronger the skill and experience descriptions are in your CV, the higher the number of interviews and offers you may receive.

➤ **Always Accompany Your CV with a relevant cover letter**

You could improve your chances of being invited for an interview if your CV is accompanied with a concise covering letter or email. This gives you the opportunity to express yourself in writing, stating your motivation and interests. A well-written covering letter will help the employer identify you better. Your letter should be able to highlight your CV and your skills and how you intend to use your skills to benefit the company.

➤ **Always spell-check your CV**

This is basic but you would be surprised how many CV's are received with simple errors. This demonstrates a lack of attention to detail and accuracy. If English is not your native language ensure that you have your CV checked by a native speaker for grammatical and spelling mistakes. This also applies to your motivation letter accompanying your CV.

➤ **Length of CV**

The ideal length of your CV is 2 or 3 sides of A4. Most employers, HR departments and recruitment agencies will receive hundreds of CV's. They may not have the time to go through every page in details so keep it short and concise. Make sure that Page 1 has the most impact and contains all of your most relevant experience and skills to the position you are applying for.

➤ **Layout**

A characteristic of European CV layout is that the personal data of the applicant (e.g. name, address, date of birth, nationality etc.) are presented first on the top of the page, with a focused approach in the presentation of the work history. A chronological order of the work history is recommended, especially for experienced professionals. For young graduates with limited or no experience, educational background may come first.

➤ **Personal Profile**

It is recommended to present a summary at the start of your CV to summarise you, your experience and your objective. This should be short, snappy and just 3 or 4 lines which give the reader a good summary of your best skills, focus for your career and your key characteristics. An example CV is enclosed to help you create this.

➤ **Make your CV position-specific**

Focus on the skills and experience most relevant to the position you are applying for. By tailoring your CV to the specific requirements of the position, and analysing the job description, industry and company you can be strategic and use the right keywords to get you noticed.

➤ **Use Titles or Headings That Match The Jobs You want**

Ensure that your job titles and descriptions match the job that you want to secure. With descriptive headings that sell your job duties, you could generate more interviews. Employers make snap judgements when glancing at your resume. If they see unrelated job titles or skills, the likelihood is very high that they will make an immediate assumption that you are not qualified for the job you are looking for. The design of your CV must highlight the most important information about your work experience, skills and education. At a glance this information forms an image that employers have of your skills and abilities.

➤ **Distinguish your level of experience on your CV**

Even if you are a recent graduate you will have gained some very valuable skills and experience throughout your studies, extra-curricular activities and internships, so ensure that you mention these.

➤ **Use keywords**

Many employers and recruitment agencies will store applicant details on a database for future reference. By including relevant keywords on your CV the chances of your CV being found in the future are significantly increased. These can be listed as core skills or included in the descriptions under each job title.

➤ **Create content that sells**

The content of your CV is what will secure you the interview. See below examples.

Simple Description	Description that sells!
Task: Credit Collection	Credit Collection with key customers resulting in salvaged revenues of EUR 200,000 across the EMEA region in 2007.
Task: Customer Service	Dealing with incoming queries from customers in France, Spain and the UK using my fluent tri-lingual skills to resolve customer complaints and provide high levels of customer satisfaction.

The image of this applicant is changed and elevated when we read the example with content and descriptions that sell.

➤ **Next Steps**

If you would like advice on your CV or would like to talk to one of our expert career counsellors, please contact us at admin@expect-talent.com .