



HOW TO BUILD A PERFECT CV

Having a concise and stand out CV is your priority when you start your job hunt. You may think it's just a list of all your work experience but it's much more than that. Think of your CV as your number one marketing tool. It's a chance to sell yourself. Remember that point as it's essential moving forward. This is your chance to stand out from the crowd. Often your CV is the one and the only thing a recruiter or hiring manager will see and they will base their decision to interview you solely on the information you provide. Follow the tips below and you will build a CV that will impress recruiters and see you straight to the interview stage.

KEEP CLEAR AND CONCISE

Hiring managers and recruiters receive 100s of CV's a day so often they only have time to skim over the content before moving on to the next one. Make sure you have clearly stated what you do. It should take no longer than 15 seconds for someone to glance over it and know exactly what you do. The very top of your CV should show your title and a crystal-clear explanation of what this title means. Stick to bullet points and an easy-to-read font such as Arial. Large paragraphs of text are not quick to read and will be ignored. Be ruthless and cut out any sentences you do not need. Read it over and remove unnecessary information or anything that's repeated elsewhere.

TAILOR YOUR CV

Always include all your relevant experience and skills for the industry in which you are applying too. This shows exactly why you are the candidate for the roles you apply for. The more you can demonstrate an understanding of the role and what you will bring to it the better and you'll be sure to stand out from the pile of generic CVs that the recruiter will most likely be sent.

BE SPECIFIC

Don't be generic when you explain what you have done before. Use specifics, numbers and facts to show what you have brought to your previous roles. Instead of saying 'I was responsible for improving the sales' it's better to demonstrate how much you improved the sales 'By implementing a new menu I improved sales by 25%' tells the recruiter so much more about you and your skills.

HIGHLIGHT GROWTH AND DEVELOPMENT

Be sure to show how you have grown and developed in your previous roles. This shows what you have achieved in your time there and shows that you continually learn and improve.

BE UNIQUE

Your ultimate goal is for your CV to stand out from the crowd. Try to avoid using cliché language and phrases these are a sure way to make your CV blend in with everyone else. Some examples include; Team player, motivated and excellent communication skills. Of course, you may possess all of these things but that should be obvious from your achievements and successes already mentioned.