CV TIPS

1. Most attention goes onto page 1. Get your most important information onto this page and ensure it is easily accessible. The majority of CVs are between 2 and 3 pages.

2. Recruiters will scan your CV. Make it easy for them to see what your qualifications are. Use black text and white background with big headings, short, sharp bullet points and bold key information. No colours, text boxes, graphs, charts, pictures, borders or columns.

3. Mirroring the job description – read each requirement on the job post. On your own CV, have a matching bullet point that shows that you are able to handle that requirement. Arrange your bullet points in the same order as the job requirements. If the first requirement on the job description is for a forklift licence, get your licence included at the start of your CV. This will ensure that you focus on you experience.

4. When writing each bullet point use a framework similar to this:
   - What you did
   - How you did it
   - What was the result

5. Adding numbers shows employers that you have the skills you are claiming to have. If you were part of a team, include the number of people. Then mention what you worked on and what good came out of that work. **Emphasise your experience!**

6. Remove the common terms such as 'Hard worker', 'driven', etc. This does not always add value. Instead provide evidence of when you demonstrated these skills and how they led to positive outcomes.

7. Your address – some employers what to hire people who live close by. If you do, then include your town and city on your CV. If you live over 20 miles away, just include the city and the country.

8. Save your CV – save your document as 'first name, last name and target job title. This helps with employers finding your application on their hiring system.

9. Make sure that when summarising your previous experience, you include the months and years. Employers will question if the month is not listed. If your contract ended at a previous employment and you were without work for a time, the let you reader

of your CV know. Without this information they may make false assumptions that can lead to rejection.

10. Include any remote working experience – if you worked from home for a company, add remote to the company location information. Focus on relevant remote skills such as time management, working without supervision and leading projects.

11. For your professional summary just include your job title, number of years of experience and one line about the problems you can solve that are related to the job description. It is also useful to summarise your accomplishments.

12. Keep your CV up to date – it's easy to forget your good work. Get into the habit of recording your efforts and 'good work' in a personal document.

Here are some helpful links for CV writing:
https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs
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