

# tips for **writing the perfect CV**

**For many people looking for a new job can be a long and time consuming process. It can get frustrating and disappointing when you get a rejection letter or no response at all.**

**Before you send out applications, read these essential guidelines for writing the perfect CV and successfully getting through the interview.**

## **preparing your CV**

- Keep your CV to two pages unless you are highly advanced in your career, in which case 3 pages of solid relevant experience is acceptable
- Use good quality paper and choose a professional font
- Keep white space to a minimum whilst keeping the text clear and easy to read
- Use bullet points and keep to the point
- Use relevant sub-headings
- Check that all your personal details are shown
- Focus on the actual job you are applying for
- Show that you understand the industry into which you are applying
- Write a short personal profile, highlighting your personal attributes and strengths
- Start with your most recent work experience and work back
- Include the month and year of time spent in each job or course of study
- Make sure there are NO gaps in your history, if you have been travelling, say so
- If you have had many jobs, detail only the most relevant
- If you have no solid work experience, make use of relevant social or educational events experience
- For senior candidates, it is a good idea to list your achievements within each role, i.e. sales achieved, employee of the month, organised biggest event in world history!
- Unless very recent, you do not need to write down every detail in your educational history, i.e. CSE subjects you sat 15 years ago
- Add specific event examples, i.e. client, size of events, budgets, venues, brief details about the logistics of the event. This can be added as an addendum to the CV
- List your current interests and be prepared to talk about them
- When you have completed a spell and grammar check, get someone else to double check it

## **don't:**

- Include a photo on your CV
- Use the third party or "I"
- Expand on why you are leaving/have left your current job
- Use long words or sentences
- Fabricate or bend the truth
- Mention irrelevant personal circumstances
- Include your salary details on your CV

**If you would like a further information guide on interview preparation, first impressions, responding to questions and closing the interview please visit our website [www.esprecruitment.co.uk](http://www.esprecruitment.co.uk)**

