

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
- 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 i.e. Event Management, Strategic Development, Marketing
- Check that all your personal details are shown
- Ensure that the e-mail address you use for job applications is a professional sounding e-mail address as it will be listed on your CV and sent to a potential employer from that address
- Focus on the actual job you are applying for, so tweak your CV accordingly
- 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 and be brief about your older job history
- If you have had a period of freelance work, hi-light the period of time as a whole and then list selected projects you worked on as a freelancer during that time
- If you have worked on a contract basis, then make sure it is clear that a particular role was a contract
- If you have no solid work experience, make use of relevant social or educational events experience
- Always try to list your achievements within each role, i.e. increased profit year on year by 10%, mention sales achieved if you have a sales background, list any personal achievements or awards like employee of the month or if your event has won awards
- Unless very recent, you do not need to write down every detail in your educational history, i.e. GCSE subjects you sat 15 years ago
- Add specific event examples, i.e. clients, size of events, budgets, location, brief details about the logistics of the event. This can be added as an addendum to the CV in a grid format to show the breadth of your experience
- 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 person or "I"
- Expand on why you are leaving/have left your current job
- Use long complicated jargon filled 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