

tips for **writing the perfect CV**

For many senior people, looking for a new job can be a long and time consuming process and if you have been in your current job a long time, it could be a while since you have written your CV. It is a competitive market and you have to sell yourself.

Before you send out applications, read these essential guidelines for writing the perfect CV.

preparing your CV

- If you are at a senior level, a 3 or 4 page CV is acceptable as long as you fill it with relevant and interesting information about your career history
- Try and strike a balance between being too concise and not selling your skills and experience to future employers and writing a 10 page CV explaining every detail
- Ensure the text is clear and easy to read and there is white space on the CV, rather than long paragraphs of text
- Use bullet points and keep to the point
- If you have a varied role, use relevant sub-headings to separate the areas of your expertise i.e. Sales and Marketing, Strategic Development, People Management, Financial, Operations
- 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
- 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