

THE 3S OF A CV

STRATEGY, STRUCTURE, SUBSTANCE



*“A CV needs to be built to perform,
not just exist”*

Identify the role

- Job title
- Company
- Job description summary

Tailor your CV

Now its time to match your skills and experiences to the job specification.
(Continue the list below for as many as you can)

- Required skill 1: Your matching skill
- Required skill 2: Your matching skill
- Required skill 3: Your matching skill
- Required experience 1: Your matching experience
- Required experience 2: Your matching experience

Things to include:

- Name, contact phone no, Email
- Add a simple professional statement that is an overview of your main skills try for 75 -100 words. Include one sentence mentioning the name of the company you are applying to.
- Add 6 main headline bullet points that demonstrate your key Skills/Attribute
- Then begin with your employment history. You must start with current and then work back. All dates should be accurate. There should be no gaps in your timeline, and you must explain honestly if there are any, what you were doing during that period.
- For each employer you should show Start date, End date, Company name, position held, reason for leaving
- Give a brief 50-word description of the role followed by no more than 6 bullet points of your main duties.
- Repeat this for employment up to 15-20 years depending on how it fits on CV. More than that you can state further history available upon request.

Also include the following:

Tailor your CV: Customise your CV for each role you apply to, emphasising your skills and experiences most relevant to the job specification.

Use Action Verbs: Start bullet points with strong action verbs (eg, managed, implemented, co-ordinated with

Quantify Achievements: Where possible, use numbers to quantify your achievements, ie Increased sales by 5%, worked as a team of 10 people

Keep it concise: Aim for a clear and concise CV

Professional format: Use a clean layout with clear headings and bullet points

Add - Hobbies and Interests: Aside from the usual, consider if you have any interests that align with the company's goals/aims. For instance can you demonstrate that you are passionate about the same things they are in your every day life?

Add - Professional references: (2 should be sufficient unless otherwise requested)

Ideally these should be from previous employers but if you do know of any professionals such as GP, solicitor, accountant etc these may be okay