



HOW TO WRITE A CV

No idea where to start?

Let me help you!

If you follow this step-by-step guide with the FREE template we have and once finished, you will have a great CV to start applying for your perfect roles!

GETTING STARTED

Two things initially, I don't really like CVs and I really don't like cover letters!

Yes, CVs are great as they demonstrate your skill and abilities, but I think it's an outdated way of getting you in front of a client – BUT – CVs are the main thing an employer likes to have as part of their recruitment process.

The number of CVs an employer or Recruitment Agency will receive is astronomical, so we need to make sure yours is clear, to the point and it demonstrates your skill set.

Cover letters – for me, are everything you need to be SAYING to an employer not writing war and peace about on an A4 sheet of paper BUT employers do like that as it shows you have made the effort.

When are you writing your CV put yourself in the shoes of an employer – do they really want to read a 7-page CV when they have 40 applications for the same role?

Would you?

I can advertise a role and on average, I will get between 10 and 50 applications, dependant on the level of the role.

So, have a think about what sets you out from the rest, why should that employer pick you out of the multiple other CVs they receive?

A CV shouldn't be any longer than 2 pages long and include the following:

Personal profile

4-5-line personal statement paragraph - your personal statement should be a small, bite-sized representation of who you are as a professional, a person, and what you have to offer in terms of experience and ambition.

Personal profile examples (tailor these to suit you and your skills set)

I am an enthusiastic, hardworking, and dedicated individual with a proven track record of designing websites and creating databases. I have experience in such packages as (list packages). I have strong technical skills, as well as strong interpersonal skills. I am eager to be challenged in order to grow and expand on the skillset I have gained through my experience in the IT sector.

I'm a flexible and experienced (job title) with excellent time management skills. I am a good communicator with proven interpersonal skills, I'm used to working in a team and also being capable of using own initiative. I am always enthusiastic to learn and undertake new challenges.

I'm a dedicated, organized and down to earth individual. I have great communication skills and I'm an excellent team worker. I'm reliable, dependable and love a challenge! I have an active and dynamic approach to work and getting things done. I am determined and have an outside the box approach to challenges

I'm a nice, fun and down to earth person who's honest and punctual. I love working in a team but I can also maintain working towards targets and KPIs working on my own. I have good listening and communication skills and I have a creative mind. I am super organized and always plan ahead to make sure I manage my time well.

I am a charismatic, self-motivated, dedicated, responsible and determined individual. I am a great team player and I've demonstrated in previous roles that I am adaptable to all challenges. I work well in a team environment, but I am more than capable of working on my own. I love working towards targets and KPIs!

Education

For me, GCSE's are great to pop on there but an employer will be looking for academics that are related to the role you are applying for.

Example of High School

GCSEs in Maths, English,
Science
Ossett Comprehensive
1995 - 2000

Example of college

(Qualification)
Wakefield College
2000 - 2002

Example of University

(Qualification)
Leeds University
2002 - 2006

(if you didn't go into employment after your education and there is a gap then the employer will appreciate you explaining this, for example – looking for work / went travelling / built a house for children for six months)

Employment

There are many versions I see with this but here is what I would stick to

Job Title – Recruitment Consultant

Company – Hargreaves Recruitment

Dates of employment – 2006 – present (always make sure you add start dates and end date)

Here is where you add your skill set

This explains to a potential employer what you have done on a day to day basis

If you struggle with this then write a list of everything you did starting from when you get into work and when you leave

These bullets points examples below, are all related to different jobs but it gives you a flavour of what you can add

- *Created reports for the finance team so they could identify spend within the business*
- *Worked on projects that lasted around 2 months at a time based on the challenges the business was facing*
- *Provided administration support to the Team Leader on ad hoc duties*
- *Provided reception duties answering calls from clients, taking messages and ensuring all queried were dealt with*
- *Worked from the job sheets to see what locations I needed to collect packages from*
- *Provided an excellent customer service to clients over the phone and email*
- *Worked with Microsoft packages such as Outlook, Excel, PowerPoint and Word*

Little tip – google your job on Indeed / Total Jobs / Reed and have a look at what companies are advertising – this will give you some ideas if you are stuck with adding information

Reason for leaving (redundancy, contract role, temp role etc)

(please make sure this is also filled out)

Anything from 5-15 lines about your role is sufficient

Bullet point the duties so it's not just text

Key words

Make sure you use key words - keywords are critical to helping you get your info noticed by employers. ... Keywords are words or short phrases that relate to particular requirements for a job.

They are the skills, abilities, credentials, and qualities that a hiring manager looks for in a candidate.

So, for example, if you are applying for a Technical Sales Rep role, you need to be adding key words that relate to that role (technical / sales / targets / KPIs / new business).

A good way of finding key words is looking at the job spec and identifying what key words are used and add these to your CV.

Some recruitment companies will use an ATS (applicant tracking system) that will be part of the recruitment process.

This will scan your CV for key words and if those key words aren't in your CV, then the system will automatically reject you.

Skills

Now, this can be added right at the beginning of your CV or at the end, I don't think it personally matters

Here you are demonstrating to the employer what special skills you bring to the role

So for example, for a sales role, the set of skills will look like this;

- Business Development
- Negotiation
- Strong closer
- Empathy
- Enthusiasm
- Innovation
- Understanding
- Sales force
- Adaptable with CRM systems

References

This is 100% up to you if you want to disclose this information.

If an employer offers you a role, then they will ask for this as part of their process.

But if you want to add this information then you will need to submit your last 2 employers and (if you feel it necessary) a personal / character reference.

- *Employer*
- *Name of the person to contact*
- *Their job title*
- *Their email / contact number*

If you are struggling or feeling lost with recruitment then we have lots of information, hints and tips to help you on your way to finding your next opportunity! Head over to the Recruitment Goodies page on the website!

If something isn't clear in any of this document, then please pop Leanne or one of the team a message through.

Many thanks for taking the time to read this and please feel free to recommend this to anyone that you think could benefit from it!

From all of us here at Hargreaves Recruitment, we wish you all the success in your job search!



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