

## Things to consider when writing your CV

Your Curriculum Vitae (CV) is one of most important documents you will ever write because it is your opportunity to sell yourself to a prospective employer. Get it wrong and you may miss out on an interview and the job of your dreams – so you need to get it right!

Studies show that Employers will typically spend between 30 seconds and 2 minutes making a judgement on a CV so every word must count!

Eligo have put together 5 easy steps on how to make your CV stand out from the competition:

### Step 1 – Formatting

The use of bold, spacing, bullet points and alignment can really help employers pick out key facts and navigate to areas of primary interest.

### Step 2 – Structure

Your CV needs to have a logical structure, we recommend that you start with your most recent experience and work backwards stating all or some of the below:

- Personal Profile / Personal Objective
- Most Recent position – Job title, Company & dates of employment
- Description of current role including key facts & achievements
- Detail all further work history – as above
- Relevant Qualifications
- Education
- Training attended

**Top Tip!** – Detailing up to 10 years' experience with a note "further history available on request" can help to keep your CV as relevant as possible and under two pages!

### Step 3 – Content

When choosing what to include in your description of previous and current positions put yourself in the employers' shoes and ask yourself the following questions:

- Does it include the key facts & figures most relevant to the positions?
- Does it cover as many of the essential & desirable job requirements as possible?
- Does it include relevant industry buzz words or technologies you are familiar with?
- Does it include a list of systems / projects you have worked on?
- Does it give a feel of how you can "hit the ground running" within their business?

**Top Tip!** – Ensure that any contract/temp work is clearly defined as such and that you give reasons for any short periods (e.g. redundancy) to stop them reading between the lines.

#### **Step 4 – Review**

If you are happy that all of the above points are covered, speak to a friend/colleague to proof read your CV and check for any errors/grammatical mistakes.

#### **Step 5 – Revise**

Before you consider sending your CV to anyone, or taking it with you to an interview, make sure that you know your CV inside out including the key facts that you have included. It is amazing how many people will quote different dates/facts/figures to those detailed on their CV!

**Top Tip!** – Why not ask a friend to role play an interview situation with you and test how accurately you can recall vital information.