

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 and presentation is crucial!

Our expert team of recruiters has 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!



Want to know more? Get in touch with us and let's discuss further!

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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.

At Eligo Recruitment we offer a personal, consultative recruitment service, happy to review your CV, and advise on interview techniques and how you can secure your next dream job. We listen to you and provide specialist advice to help match you to the right job opportunities.

Our areas of recruitment expertise are the following industries; Fire & Security, IT Technical, Oil and Gas, Medical, Digital Marketing and Events. We have jobs and candidates of all levels across Permanent, Contract and Temporary.



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