

## How to write a killer CV

Your curriculum Vitae (CV) has five seconds to impress the reader and convince them you are right for the position.

Unless you are the only person in the world with your skills or have an excellent network to tap into then you are going to have competition when it comes to securing contract work. And you will only get that work by securing yourself an interview by convincing someone on paper that you can do the work.

Fact: recruiters won't read past the first page. In fact, recruiters won't even scroll down your first page unless they are truly impressed by what you have written in your first few lines.

### Why do CV's end up in the bin?

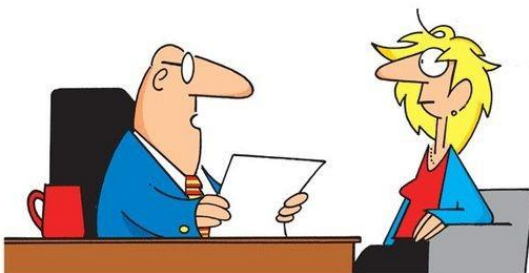
- Anything longer than 4 pages. People cannot be bothered to read.
- No profile or list of skills on the front page. Don't want to search for them.
- CV is a big essay with sentences. No bullet points. Too much hassle to read.
- Profile and skills on front page **does not** really match requirement.

### What makes the employer want to read more?

- Profile and skills on front page exactly match requirements.
- At least the last 6-12 months experience are closely related to the skills required.
- The candidate has a good academic background.



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"Any other people skills, besides 400 Facebook friends?"

A CV is designed to **get you an interview. Nothing else.** It is a marketing document that markets you as a person. To write a good CV you need to **get your trumpet out and start blowing it!**

A high impact targeted CV creates a high impact on the front page with the content tailored directly to target the position you are after.

## What NOT to put on the front page

You only have one sheet of A4 to make that 10 second impact. Try not to put the following on the front page:

- A list of schools you attended with examinations, grades, addresses. These are important but you need to list the skills they are after.
- A list of hobbies. Tell them what you've achieved by applying the skills you have.
- Your work history. Again useful, but what skills did you gain from being at the companies? How did the company benefit from you being there?

## What SHOULD be on the front page

There are essentially 4 sections to the front page of a high impact CV:

- **Your name, address, contact details.** A surprising amount of candidates forget to include these details! Don't be one of them.
- **A profile to outline yourself.** Try and keep this professional and to the point.
- **A list of your skills.** 8-10 bullet points should suffice. Make sure your highlighted skills fall in line with the job specification, highlight in bold the key words that match the job spec. Try and keep your skill set broad to show how diverse you are and don't be afraid to include personal attributes as a skill. (For example; highly organised).
- **A bulleted list of your achievements,** between 3 -5 is ideal. Detail them but be careful not to waffle! No more than 40 words per point. There is an art to writing achievements, be careful not to simply write; developed an organisational process with paperwork.
- **You must always try to highlight the benefits that you attained for the employer at the time.** For example; Developed an organisational process with paperwork that improved the efficiency of the process and saved staff at least an hour a day.

Helpful websites

<http://www.parentalguidance.org.uk/applications-interviews/cv-school-leaver-template>  
(useful for parents to guide students)

<https://www.fish4.co.uk/career-advice/younger-jobseekers-cv-template-for-school-leavers/>

<https://www.reed.co.uk/cvbuilder>

<https://www.myperspectcv.co.uk/>

<https://www.myworldofwork.co.uk/getting-job/building-cv>