

CREATING YOUR CV - 5 THINGS TO CONSIDER, 5 THINGS TO AVOID

5 things to consider:

1. Create a Master Copy CV

You may want to start off by creating a Master Copy CV with everything on. This will be your initial go-to document, so it doesn't matter how long it is – include everything you have ever done on it. Include the name of the company, job title and date range and work your way back. If you are struggling to think that far back, it can be useful to google job titles you have held to ensure you are including skills and responsibilities required for those types of roles.

2. Formatting

When it comes to formatting, even with a Master Copy CV, keep it simple and easy to read. Use bullet points and bold text for subheadings so it is easy to follow. Choose a professional font such as 'Arial' or 'Calibri' and for size use 10-11.

3. Tense

In today's job market hiring managers and recruiters expect to see achievements in a CV that demonstrate where value has been. Write in the past tense and your responsibilities and achievements will immediately appear more results focussed and less like a job description. Think about your successes, have you saved the company money, have you improved a process?

4. Tailoring

When you use your CV to apply for a role it needs to include relevant information the recruiter or hiring manager is looking for. So at this point, go through your Master Copy CV with a pen and either highlight or tick off what the employer / recruiter is asking for. The focus will be on the first page of your CV. Anything you have included that isn't as relevant you can either remove or change the order so the reader can see the information as quickly as possible.

5. Length

After you have tailored your mastercopy CV, the CV you will then submit for an application should be between 2-3 A4 sides. This ensures your relevant skills are highlighted and the information can be accessed easily. The first person reading your CV may spend only 20 seconds glancing through it.

5 things to avoid:

Organisations are becoming inundated with applications and CVs. You need to make your application or CV stand out from the hundreds of others that they receive. If your CV has mistakes it may end up being disregarded. Along with the obvious spelling mistakes and grammatical errors, here are 5 others that you may not have considered.

1. Omitting essential skills/responsibilities/achievements

The skills the role requires must be shown clearly on your CV, prioritised and ideally mentioned consistently. You only have 30 seconds to get the employer's attention.

2. Waffle

Less is most definitely more. Every word and sentence needs to have a purpose for the specific employer. If it's not important, remove it. A CV is a great way to give a representation of your communication skills.

3. Complex formatting, gimmicks, photos, shading, stylised fonts, colours

Keep it simple as you don't want to stand out for the wrong reasons. Applicant tracking systems may reject CVs with text boxes.

4. Dates in the wrong order

Always state the most recent first as it's your most recent experience they will see as the most relevant.

5. Using jargon and abbreviations

A potential employer may not understand any specific jargon specific to your previous company so you need to ensure that you are clear.

Perennial is working in partnership with **Renovo** who provide our Employment Support Programme. Renovo is the UK's leading specialist provider of career transition and job search support having helped tens of thousands of people return to work twice as fast as the national average.

If you require help or support please call Perennial's helpline on 0800 093 8543 and speak to one of the team, or email services@perennial.org.uk and we will get back to you. Our office hours are Monday and Wednesday 9.30am – 5pm and Tuesday, Thursday and Friday 9am – 5pm.

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