

## CV Advice

With 16 years' experience in recruitment, Jason Norman, Managing Director and Consultant sees hundreds of CV's every week. In this guide he shares his recruiter knowledge and tips to enable you to write your CV from scratch or, tailor your existing one when applying for a new job.

Even if you're not looking for a role immediately, it's always worth keeping your CV up to date by including any new skills, training (company in-house or external), qualifications and membership to professional organisations.

The below gives you guidance on preparing your CV.

- Keep the layout clear and concise. Do not use photographs, graphics or imagery
- Don't use jargon/abbreviations if they're not relevant to the role which you're applying for
- Under the Equality Act 2010 you do not need to include your marital status, number of dependents or your age
- Use a recognised font such as Calibri or Arial
- Avoid cliché words such as "hardworking" and "passionate"
- Your CV should be no longer than two sides of A4
- The most important point, and one which can make you stand out (or not), is to spell check your CV

---

Your Name

Contact details (mobile and email address), Town or Postcode

LinkedIn Profile

### Personal Statement

This may be the first insight that a potential employer will have of you so it's important to make it count and explain in a short paragraph; who you are, what you're looking for in a job, what you can bring to the role/company you're applying for and why you're suitable for the position. This should be written in the 'third' person.

### Career history

#### Dates, Company and Position held

Include your Job Title, Company name and employment dates (from mm/yyyy) – (to mm/yyyy). Write your responsibilities and/or duties either in bullet point format or in succinct paragraphs.

It's also a great opportunity to include professional achievements whilst in the role; backed up with evidence.

*Note:* It's important to add all your roles from the last 10 years. Even if a role is not wholly relevant to the job you're applying for as you may have relevant transferrable skills i.e. planning or customer service experience.

Remember to include any voluntary work as this demonstrates to an employer your charitable causes and nature.

### **Education**

Write your school/college/university names and dates, not forgetting to include the grades/qualifications you achieved.

### **Skills/qualifications**

You may have taken courses, earned certificates or studied for other qualifications outside of work i.e. First Aid or learned a new language. Include these with dates and an expiry date (if applicable).

### **Interests/Hobbies**

You don't always need to include these in your CV. However, if they are relevant to the role which you're applying for then do include them.

### **References**

It is not essential to include named references at this stage. Instead you can simply write, *References available upon request.*

---