



Writing the Perfect CV

Even the most experienced people can write bad CV's. Like everything in life, if it's not something you do regularly you may need to brush up...

- 1) It is of paramount importance that your name, address and contact details can be found at the top. There are no prizes for 2nd best - if a Consultant or potential employer can't immediately get in touch, they may not need to call you a second time.
- 2) Produce a good 4/5 line introduction, giving a birds eye summary of your experience and skills. Avoid using meaningless expressions - 'self-starter', 'can-do attitude' etc.
- 3) Focus on achievements, not just responsibilities. Yes, your exact responsibility and context are important. Were you actually in charge or part of a team? Did the buck stop with you? However, the really important thing is what you achieved in the context of your responsibilities. What did you achieve? Did you drive down cost? Did you rescue a project? Did you streamline a process?
- 4) Great, so now we know you rescued a project – now give us some facts and figures. How many projects? How many people? The cost of the project? How much revenue from the project? How many countries involved? Use facts figures and numbers to illustrate the scale and complexity of your achievements. This is the BEST way to sell you.
- 5) Keep the CV to no more than 3 pages. Absolute MAX! Jobs that you did over 10 years ago can be covered off in one line. Or you can mention that you did several assorted roles in a time period. If they are not relevant, then do not describe them. Save the detail for the most recent two roles. This experience is likely to be the most relevant to your current opportunity.
- 6) Prepare a CV specific to the role, to which you are applying. This is perfectly legitimate and takes us to the next point.
- 7) Make it relevant. Make it relevant. Make it relevant.
- 8) Focus on the layout and formatting. Bullet points, numbers, bold lettering. A good CV is one that is visually easy to digest. Only insert a photo if it looks very professional.
- 9) Ensure dates, qualifications etc are 100% accurate.
- 10) Technology specialists should list all of the technologies that they are familiar and qualified with and current levels of proficiency.

Check punctuation, spelling and typos. This may seem obvious and elementary, but a CV with spelling errors looks unprofessional and shows a lack of attention to detail.