

# What makes a good CV?

One that attracts a recruiter's attention in the shortest amount of time and makes them really want to meet you. The average recruiter only spends about 20 to 30 seconds glancing at a CV, which means that you have to grab their attention very quickly indeed

Does your CV make a recruiter want to invite you to that all-important job interview? Because if it doesn't your CV will just be thrown in the bin – hence no interview and no job offer. Your CV is your sales pitch and you only have one chance to make a favourable impression! So here is a free CV advice guide, with tips and help for creating winning CV's...so you can improve your CV writing skills!

## o CV Summaries

The summary should be short and sweet, no more than four or five lines of text and should highlight your key skills and attributes. This should paint a highly favourable picture of you and indicate your strengths which are relevant to the position you are applying for. Your summary, however, must be completely truthful, because if your description doesn't live up to your performance at an interview, you will brand yourself as a 'liar'.

## o Major Achievements

After the summary you should list three to six major achievements that are directly related to the job you are applying for. It is important to pick achievements that are relevant as this shows that you have understood what the recruiter is looking for.

If possible you should mention facts and figures, although you may feel that these are confidential and you may not want to disclose them. They do however make the CV more interesting and give the recruiter a better idea of your capabilities.

You should therefore highlight what you have to offer at the start of your CV, rather than hiding your main attractions at the end. An attention grabbing summary and a list of major achievements at the start of the CV should help stir a recruiter's interest in you and make them really want to meet you.

## o Work Experience

Your work experience should come next and should describe your responsibilities, skills attained and achievements in each position that you have had. This should always be in reverse chronological order, starting with your most recent position and working backwards from there.

You should concentrate on your two most recent jobs, unless these are not relevant to the position you are applying for or you were only in these positions for a short time. Mention budgetary responsibilities, number of staff managed (if applicable) and try to give a good picture of where you fitted into the organization, and what interactions you had with other companies and departments.

- **Education / Qualifications**

Obviously if your education is in the dim and distant past then you should not waste too much space on it, because your work experience will be far more important to the recruiter. It goes without saying that you must actually have all the qualifications you have claimed for yourself!

- **IT Skills / Training / Other Skills**

You should list your up-to-date IT skills, training and other skills (such as language skills and typing speeds if relevant). For IT skills you may want to include hardware (PCs, Macs), operating systems (Windows 95/98) and applications (Microsoft Word, Excel, and PowerPoint).

- **Personal Details**

This should include your date of birth rather than age, driving license if relevant, marital status (optional) and nationality (optional).

- **Hobbies/Interests**

Hobbies and interests are generally not considered very important on a CV. However they may be able to tell a recruiter a lot about your personality, leadership potential and team working skills. So they should not be overlooked completely.

- **References**

References do not generally need to be included on a CV unless specifically asked for.

- **Format**

Generally, when you are writing a CV you should keep it to two or three pages. One-page tends to be too short and more than three pages may not be read. If you are emailing your CV, you should send it in Microsoft Word format.

- **Note**

Last note of advice, you will need to allow yourself time to compile your CV, but time well spend and could mean the difference between receiving a job offer or rejection letter. It's known fact that a very large proportion of people CV's are quite poor, mainly due to candidate not promoting themselves well enough nor drawing attention to their key career success on paper.

Ask your self the question "why would you employ you?"

"What do you bring to this prospective employer?"

Good luck !