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# How to write a CV

Your CV is often the first opportunity you have to show you have the right skills and experience for the job you're applying for.

Having worked with hiring managers from different industry sectors and job seekers at various stages in their career we have reviewed and advised on a wide-range of CVs.

Here you'll find hints & tips from some of our recruiters and resourcers on CV writing.

We hope these will help you when preparing your CV.

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# Be Contactable

"It sounds simple but remember to include all your current contact details in your CV, not just in your covering email."

*Fiona's Tip*

"If you include an email address in your CV, make sure it's an account you check regularly."

*Marise's Tip*

"Remember to let your consultant know if you change address, mobile number or email account so we can reach you."

*Duncan's Tip*

**Format & Layout**

# Keywords

"Your CV might be saved on a job board or recruitment consultancy database....

...So make sure your CV has the keywords recruiters will use in their searches."

*mechanical design*  
*"Fluent in French"* *JAVA*  
*purchase ledger* *supply chain*  
*health & safety* *MANAGEMENT*  
*wind turbine*

*DAN'S TIP*

# Make it clear

"Make it easy for recruiters & hiring managers to see your skills and experience."

*DUNCAN'S TIP*

You can do this by:

Using a summary or "Personal Profile" at the top of your CV

*Josephine Bloggs  
I AM A qualified ACCOUNTANT  
with extensive experience in  
both public AND private  
sectors.....*

Use clear section headers such as:

- Education & Qualifications*
- Key Skills*
- Employment history*
- Achievements*
- Personal Details*

Make sure you include all your job titles, key responsibilities and relevant qualifications & training

- Use bullet points to
- identify key skills
- achievements and responsibilities
- rather than
- long paragraphs of text

# Format & Layout

"You don't need to use complicated formatting in your CV. Keep the layout simple and easy for the reader to find the information they need."

*Louise's Tip*

"Tables can help display complicated information more easily."

"Using an unusual font or lots of images may create issues for others opening and using the document".

"Although there's not one correct layout for CVs, it's advisable to follow the logical order seen in many templates".

# Double-check

"Always use spell-check and if you're sending your CV in the UK make sure it's set to UK English"

James' Tip

"Re-read everything.

Ask a friend to read over it too.

A fresh pair of eyes always helps!"

Michelle's Tip

curriculum  
vitae

curriculum  
vitae

curriculum  
vitae

# “I did that!”

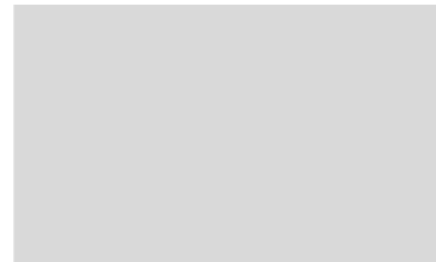
"Recruiters & Hiring Managers want to know what you've achieved."

"So whether it's, hitting a target, making improvements or gaining a qualification, remember.....

...when you're applying for a new job it is okay to blow your own trumpet a little!"

*Danielle's Tip*

*me, me, me*  
I achieved...  
I improved...  
I led...  
I MANAGED...



# PDF or Word???

"While there's no hard & fast rule many organisations & recruitment database still favour Word."

"If you want to use PDF to demonstrate something in particular you can always attach a Word version as back up just to be sure!"

*Natalie's Tip*

# txt chat

"Whilst many people write more informally these days, remember all correspondence, including your covering email, should be written with care."

Paul's Tip

Take care to avoid:

- only writing in lowercase or BLOCK CAPS
- Not using or misusing punctuation
- Using very informal language
- Using emoticons or txt abbreviations

:) pls

it's, its

heres my cv  
cheers  
DAVE

; " "

! ; : - ' "

# What's in a name?

"Sending a CV from a "funny" email address shouldn't impact on the success of your application.

But remember, you only get one chance to make a first impression.

So what impression does your email address make?"

*inappropriate@email.com ?*

*lacks-judgment@cv.com ?*

*professional@hire-me.com ?*

Do  
"Alwa"  
you're  
make

"Re-re  
Ask a  
A fresl

# JIT, HSQE, HRM, C++

"Be careful when using  
acronyms or abbreviations...

CRM

IBI

...many are common and  
recognisable but make sure to  
avoid terms specific to your  
current company....

Myles' Tip

...think about who is  
reading your CV.  
Will they understand?"

ITC

LED

# Tailored

"Remember you can have more than one version of your CV..."

...You can tailor your CV for each application or perhaps have 2 or 3 versions focussing on different skills & experiences"



My CVs:

Version 1. Emphasising Technical Skills

Version 2. Focussing on Engineering Background

Version 3. Highlighting Management Experience

LISA'S TIP

## ...and finally

Our last piece of advice is to ask for feedback on your CV.

We're happy to provide our candidates with feedback and advice on all aspects of the recruitment process including CV writing.

So register on our website and speak with your consultant

<http://www.go-escape.com>

Good luck and if you have any tips you'd like to share, get in touch and let us know.

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