

10 Steps to the perfect Resume/CV

Writing a good CV is easy if you follow a few simple rules.

1) **Less is More:** Keep it to two pages.

Make sure you are concise – with a font no smaller than 10. Avoid a ‘forest of words’. If it's hard work to read, the chances are the recruiter won't bother.

2) Think About the Most Important Things to Communicate: If you were in a lift for 3 minutes with someone who could give you your dream job, what are the 3 things that would impress them you are the best candidate? Do these leap out from your CV, eg in a ‘Profile or Summary’ line at the top of the page?

3) Start With Your Most Recent Relevant Job: Outline your roles/jobs in descending order, pulling out relevant achievements. A recruiter will get quickly bored if the experience they read first is not relevant. If you have done a lot of jobs, it's fine to group some of the earlier roles together, eg “1995 – 2000 X Plc, Progressed through various trainee roles in X Y and Z before being promoted to”

4) Write Scope Of Role Then What You Achieved: eg, Head Chef:
accountable for management of a team of x kitchen staff in restaurant with turnover of £x
- designed and implemented successful menu re-launch, increasing average number of covers from x to y
- improved profit margins by x

5) Think Situation, Intervention Result: Choose good examples – if you have managed a project choose the largest. Do not repeat yourself. What was the situation, what did you do, and what was result?

6) Personal Details: Date of birth is not required, nor marital status, or children. You only have to put qualifications that are relevant for the job. Home address and phone number can be put on one line, in the header with your name. Referees are likewise not required, and can be submitted after you have been offered a job.

You can add a line at the bottom with your interests if you feel this helps differentiate you.

7) Tailor to Role Think about the role you are applying for. Write a list of things that the recruiter would be looking for in terms of skills, knowledge and experience. How can you position yourself/ tweak your descriptions to make it more relevant?

8) Be Clear and Accurate: Be as clear and specific as you can be. Make sure you use good English, good punctuation and get someone else to proofread/ give you feedback.

9) Be Honest. Strike a balance between being totally honest, whilst making sure you do not underplay your achievements. Ensure you can answer questions in detail about anything you have written on your resume.

10) Make sure your Resume Stands Out Imagine you are a recruiter with 25 resumes to read, brainstorm a list of things that will ensure the recruiter's attention is held, and they don't move to the next one.