

How to create a CV that will get you an interview



Understand that the job market is a busy place

Your CV is your shop front, your sales pitch. It needs to stand out in a crowd.

Who is looking at your CV?

Your CV is often first looked at by an algorithm these days so key words relevant to the job are vital to include.

When a person gets to see it, they are usually overwhelmed with the volume and have little time.



What is the role of your CV?

Your CV is designed to get you an interview, nothing more.

Design an easy-to-read CV

It should be simple, concise, and easy to understand.



6 tips for an effective CV

1. Write a CV for every job you apply for

- Only apply for jobs that you really want and then go all out to get it.
- Tailor your CV to meet the specific needs of the job you are applying for.
- A generic CV will not get you an interview

2. Keep it short

- Try and fit it onto two pages, but definitely no more than three.
- Use a font that is readable, don't reduce the font size to fit more words on the page.
- Remember the person reading this may be looking at hundreds of them.

3. Only detail your last 3 jobs or 10 years

- Any job older than this is not relevant
- Just add those as one line each to include dates, company and job title.

4. Include a personal statement

- Write a 3-line statement at the top that highlights who you are and why you are suitable for this job.
- Add a list of bullet points that highlight your main skills - maximum 6 lines.

5. Focus on achievements

- Add bullet points under each role listed
- Only include outcomes, results and successes
- Only include points relevant to the role you are applying for
- Keep each point clear and concise, no waffle

6. Check it for accuracy

- Check your spelling
- Check it makes sense
- Check it is easy to read

- For more tips on CV writing, interview skills and career development advice join my Facebook Group

www.facebook.com/groups/creatingconfidentcareers/

- For a chat on how I can help you develop your career then email me at sheila@sheilastarrcoaching.co.uk