

Prepare a CV suitable for the UK Market

Your CV is a 20 second opportunity for you to market your career.

Remember: you are not writing a CV for yourself, you are writing it for the reader. Put yourself in their shoes.

- Always keep a copy saved.
- Space the document consistently through out. Use a straightforward font such as Arial or Verdana in size 11.
- Careful use of bold type can be effective. Avoid use of exclamation marks and underlining.
- **Don't** include a photo or use fancy graphic backgrounds unless you work in graphic design.
- Use English language spelling of words. Spell check your document and get someone to proof read it before you send it anywhere.
- Your CV needs to be easily updated and altered to highlight the ways you can benefit each particular application.
- Be concise – most careers should fit onto two or three pages.
- Use a cover sheet to highlight your vital information such as contact details, visa type, education, qualifications, software skills and key transferable skill sets.

Structuring the CV

- Personal information should include your full name, address, telephone numbers - daytime and evening (with full international dial codes), e-mail address and visa type.
- Avoid superfluous details, such as age, religious affiliation, children's names and so on.
- CV format: Split your CV into logical sections such as personal information, personal statement, qualifications (list chronologically and indicate grades), employment history and interests.
- Personal statement: One paragraph that immediately captures the attention of your reader and entices them to find out more about you. Be careful not to cram too much in.
- Education: Take care to include the names of institutions and dates attended in **reverse order**. List all your professional memberships and relevant qualifications.
- Where information clearly demonstrates your suitability for the vacancy you're applying for and enhances your chances of being short-listed, include this information near the beginning of the CV in a section titled; Key Transferable Skills.
- Use bullet points where possible as they break up your CV, making it easier for a potential employer to absorb salient information.
- Use short sentences.
- Career history should be presented in **reverse** date order starting with most recent. Include the name, location, website and dates of your employment for each company you have worked for.

- Achievements and responsibilities should be listed against each role. More emphasis/information should be put on more recent jobs.
- Make sure that your dates flow and account for travel or study gaps.
- For each company that you have worked for include a brief description of the company, turnover and what the company specialises in.
- Then detail your position with a brief description of the role indicating your significance and scope within the business. Followed by bullet points outlining your responsibilities.
- Achievements should be short, bullet-pointed statements and include your role, the action you took and a comment on the result of your action.
- Skills: Include computer skills and (genuine) foreign language skills and any other recent training/development that is relevant to the role applied for.
- Keep your hobbies and interests section short.
- Current salary details should not be included.
- Notice period: if you are some months from entering the UK title this as an arrival date. If you have a one-month notice period include this detail in this section likewise if you are immediately available make sure that this is highlighted.
- Make sure that you are easy to contact.
- A **targeted CV** should be peppered with words that are synonymous with the role that you are applying for.
- **Buzz words:** After resumes are entered into a recruiter's database; they are usually revisited using a keyword search. If a job specifies auditing, this will be entered into the database and all CVs that contain the word will be listed.
- **Referees:** These can simply be 'Available on request'

There is no reason to include your reasons for leaving each job on your CV but be prepared to answer these questions in your interview.

Refer to our ideal CV template for an easy solution to creating a well spaced and laid out document.