

# WRITING A COMPELLING CV

A well crafted CV leaves a lasting impression



## THE BASICS

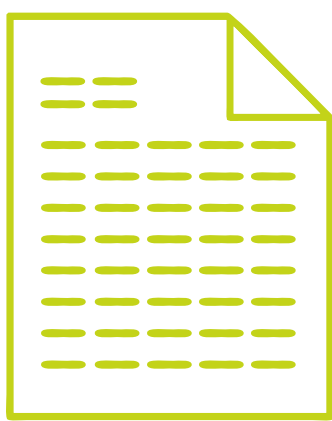
- Choose the right format for your CV
- Write a personal statement
- Consider your audience
- Consider the length - most hiring managers spend less than 8 seconds on the first view

## FORMAT & STRUCTURE



- Avoid complicated graphics, images etc. These cause problems with Applicant Tracking Systems
- The top third of your CV should be your personal statement or "sales pitch"
- Adopt a clear chronological layout
- Keep it concise and relevant
- Hiring managers typically expect the past 10 years to be detailed thereafter just bullet-points

## CONTENT



- Make sure your contact details are on and up to date
- Ensure your CV mirrors your profile on social media
- Make sure you mirror the key requirements of the role you are applying for
- Highlight your accomplishments not your responsibilities
- Mirror the language of the job description



## USING YOUR CV

- Avoid the temptation of saturating the market with your CV
- Keep a record of where you have sent it
- Follow up all applications
- Don't allow recruiters to send your CV anywhere without your express consent