

YOUR GUIDE TO CV PERFECTION



Making an Impression

Getting your CV right is crucial because generally employers only take 7 seconds to scan it and decide if they want to consider you further.

In those few moments, you need to make a strong impression. A well-crafted CV highlights your skills, achievements, and suitability for the role, increasing your chances of landing an interview. Make every second count by tailoring your CV to the job, using a clear format, and emphasising your strengths.

Your Template

Name:

Email:

Number:

LinkedIn: (if relevant)

Address:

Salary Expectations:

Notice Period:

Personal statement:

A brief summary (2-3 sentences) of your career goals and what you bring to the role.

Education/Qualifications:

List your educational background in reverse chronological order. Ensure you include qualification type e.g A-Level, Degree, School or University name, Result

Key skills:

Highlight relevant skills that are relevant to the role you're applying for.

Employment History:

Position 1:

Date:

Company:

Key responsibilities/achievements:

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Position 2:

Date:

Company:

Key responsibilities/achievements:

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Final Thoughts

Ensure it is concise - no more than 2 pages.

An image is unnecessary.

Keep the content relevant to the role you're applying for.

Review your grammar, and ensure all details are accurate including but not limited to dates, grades and contact details.

