

CV GUIDANCE & TIPS



CV Guidance & Tips

When applying for a new job, spending time to create an effective CV is pivotal, as it could be the difference between you getting an interview, and not getting one. You should never have just one CV and then fire it out to as many jobs as possible. This will result in very few interview requests, or you will fall into the trap of asking the person calling you to remind you which job you applied for.

Here is our guide on how to write a strong CV.

Contact Details

Have your Name and Address / Town at the top of your first page along with multiple ways to contact you. If you do not have a professional email address, set one up specifically for your job search.

Name

Address / Location

Mobile Number & Email

Profile

Your profile paragraph should include the reason for your search, what type of role you are looking for and a little bit about your work ethic or approach to work. If you have a key achievement or something important to share that is linked to the job you are applying for, you could include it here.

Make it personal and try not to use empty words in this section like *"forward thinking etc"*. You should also tailor this section for each new job that you apply for.

Education / Qualifications

Depending on how relevant your education and qualifications are will determine where you should include them on your CV.

If they are not relevant to the role you applying for then perhaps move them to the end of your CV, after your career history. However, if they are integral to the job you want, then you should have them on the first page after your personal profile; i.e ACCA / ACA / CIMA for Accountants, CIPP for payroll or CIPD if you work in HR. These should all be on page one, however GCSE's from 30 years ago on the last page.

Career History

Start with your most recent job first and go back in date order.

Its important to use full dates where you can, or at least months and years along with the company name that you worked for and your job title.

4 January 2020 – 23 August 2024
ABC Limited
Marketing Manager

Your day to day duties should be bullet pointed and as specific as possible. i.e do not just write *"minuting meetings"*. Try and quantify where you can, using frequency, volume and level. i.e *"minuting weekly board meetings with twelve directors in attendance"* or *"processing 500 purchase invoices using Sage 50 on a weekly basis"*.

Your most recent job role should have the most content, especially if it is relevant to the job you are applying for. You can give around half a page of duties if needed.

If you've held a number of jobs with one employer, you should give your company start and end date, the company name and then have each job listed individually with duties underneath each one, so it shows your longevity with the business, rather than looking like lots of different jobs e.g:

June 2000 – July 2021
ABC Limited

HR Manager
• Duties

HR Adviser
• Duties

Skills

In this section you can mention all of the skills you have that are relevant to the job you are applying for, you can include anything that you do not necessarily use on a daily basis within the work place .i.e mail merge, audio typing etc along with skills that you have gained from hobbies or other areas of your life.

You should also list the computer skills you have. i.e "MS Word, MS Excel, MS Outlook, SAP, Sage line 50, Canva, SQL, Javascript etc".

Achievements / Projects

This is your chance to really show the impact you have made within your previous jobs. You should have at least two work-based achievements or projects you've worked on where you can demonstrate your return on investment. i.e setting up of a new system or process, solving a difficult problem, initiating a cost saving exercise or winning an award.

Each one should be no longer than 4/5 lines, but remember to give context and quantify the example. *"Reducing the debtors ledger by 75% over a 1 year period, bringing £250,000 back into the business"* or *"Creating a social media campaign based around equality, diversity and inclusion, increasing the traffic to the website by 57% and increasing the time spent on the pages by 20%"*.

If you have a number of key projects or achievements, you should add them under each relevant job.

4 January 2020 – 23 August 2024
ABC Limited

Marketing Manager
• Duties
• Duties

Achievements / Projects
• Number One
• Number Two

Interests & Charity Work

At the end of your CV you can add a short paragraph about some of your other work or interests. They should be things you are passionate about or relevant to the job you are applying for. This could be running a marathon or creating a cake baking business on a weekend, coaching a local football team to building computers and websites in your spare time.

If you are selected for an interview then this section could be a good ice breaker for you discuss in more detail.

Other Information

Please keep your CV written in one font style, but use italic or bold to differentiate between the sections.

If you have a long career history, you do not need to keep your CV to one or two pages. If it happens to roll onto a third or fourth, then this is not the end of the world, its better to have everything covered than not enough information.

However, if you are just starting out in your career, you do not want a CV that is over two or three pages, so use your common sense.

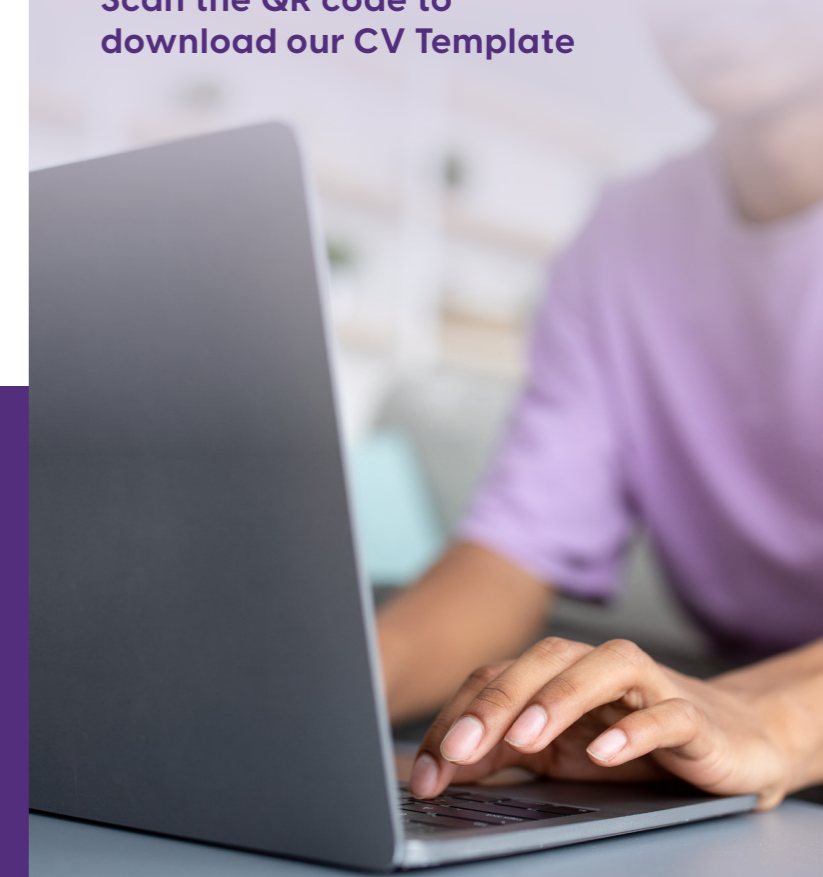
A CV needs to be personal to you, written with your words in your style, do not use AI. Always get a friend or family member to proof read it for you to check its easy to understand and makes sense. Check the spelling and grammar and do not use jargon or internal terminology.

Your CV should be written so that anyone outside of your current employer understands what you do.

Make sure that you proofread it before you send it out. Any errors will be held against you.



**Scan the QR code to
download our CV Template**



Your CV is your chance to show a potential employer why you're the right person for the job and what you can bring to the team.

Employers receive many CV's so yours needs to stand out from the crowd.

If you would like to discuss how we can support your career journey further then you can contact the team on:

Scarborough **01723 313 505**

Hull **01482 762 199**

York **01904 862 642**

Email enquiries@kdrecruitment.co.uk

Visit our website kdrecruitment.co.uk

