



WELCOME TO

CV WRITING



UNLOCK YOUR
POTENTIAL

**When it comes to applying for jobs,
everyone judges a book by its cover.
Here's how to stand out.**



So, how do you make yourself and your CV stand out?



Step 1 – Keep the CV simple and easy to read

Step 2 – Write a personal statement at the top of your CV for each different job application you make

Step 3 – Write a brief summary of each role you have had, bullet-pointing key responsibilities and achievements underneath each one

Step 4 – Don't lie or be evasive

Step 1 – Keep the
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- Your CV is your first impression, and just like in real life no one likes meeting a bore who dominates the conversation and just won't stop talking.
- It's the same when reviewing CVs – all a hiring manager or recruiter wants to know is that you have the professional experience, achievements and technical skills required to slot into their company and make a success of the role on offer.
- Don't ramble and don't try to list every single piece of experience you have into the description of all your jobs.
- All you need is a simple personal statement that explains (concisely) who you are, the skills you have and relevant qualifications you have, and what you are looking for.
- Then go straight into a list of roles or experience, starting with the current one and going back from there.

Step 1 – Keep the CV simple and easy to read

- Guide the reader with clear headings and bullet points under each section. Anything even remotely resembling a heavy block of text will just get ignored.
- Avoid jargon.
- Don't assume they will know what you know, and try to make it logical, concise and snappy.
- And don't feel the need to 'pad' out the CV with unnecessary detail for the sake of it – it will not stand you in good stead!

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- You need to think like a hiring manager, not like a candidate.
- They want to know why you are applying for their role at their company.
- Read the spec, note the top 3 or 4 requirements that they have put on there, and make sure your profile statement summarises you and your experience in a way that is directly relevant to those requirements.
- Make it easy to join the dots and get yourself over that first hurdle.

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- Think.... “Why do you think this candidate (i.e. YOU) is suited to this role”.
- It is better your personal statement answers that question than relying on a busy hiring manager, recruiter or HR professional to read through the CV and draw out the best examples for you.
- Once you have a statement template then all you need to do is tweak it to fit each role.
- Something like “I have experience in XX type of roles.”
- “ I have particular strengths across (reference key job requirements here) and am looking for a role (sentence about this role) in a XX company (sentence about the specific sector/company/product/brand that you are applying to).

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- Here's a useful test to give yourself: can you summarise in three points what you do in your current role/school/college setting, and in another three points how you have been successful in the role?
- This will stand you in good stead for fielding interview questions as well but is also a very useful way to cut through a bloated and directionless CV and inject some punch and credibility into it.

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- There shouldn't be anything on there that you don't feel reflects you in your best light and that you are not comfortable and confident talking about if asked.
- When it comes to an interview, your CV will be the main tool that the interviewer refers to when you meet. Having less on the CV means you can restrict it to those strong 'interview-proof' examples and cut out anything that may take an interview off on a tangent.
- Your CV and the key information on it should act as a guide for not only the internal recruiter who picks it up, but also for the interviewer who needs to fill an hour with useful conversation with you. So why not help them structure that hour with good, relevant and impactful detail.

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- If you have a gap in your employment then be honest about it.
- Sometimes life just happens and that's okay. The worst thing is just to leave it blank. The person reading the CV will just fill in that blank with all kinds of negative suppositions and then move on to the next CV in the pile.
- 'Interests' – should you list them or not.? Yes absolutely.
- But make them interesting....walking, going to the cinema, spending time with family and friends. Let's face it, we all do this. Say something about YOU. Do you raise money for charity, have you won awards, trained for a goal? These are great ways to show something about your personality, and may well strike a chord with the interviewer.
- Mention if you've been involved in The Duke of Edinburgh Award scheme, scouts, guides, theatre school, sports clubs, volunteering, St John's Ambulance.

**And there you have it –
nothing more, nothing less.**

There is no magic to putting
together a CV, but there is a
science behind it.

It's not a one-size-fits-all by
any means, and some
industries have their own
particular requirements and
expectations, but a lot of
people can agonise to the
point of stagnation over
putting a CV together,
particularly if they have not
had to do one for many
years.

So take the stress out of it
and follow this straight
forward and proven method.
Make your cover stand out
and don't get left on the
shelf.

Resources

- **CV writing**
- <https://www.bbc.co.uk/bitesize/articles/zd3qnrđ>

- **Personal statements**
- <https://www.bbc.co.uk/bitesize/articles/zb8pxbk>
- <https://www.bbc.co.uk/bitesize/articles/zbf9hbk>
- <https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>

CV Template

Name

Telephone ☎ Email ✉ address/location – optional but useful

Hyperlink to LinkedIn profile – optional

A short 'personal statement' of you is a great start. Write concisely about your key experience that relates to the role(s) you are applying for, with a brief summary of your key skills.

Career History: List your career history first. This is the most relevant way to demonstrate your experience and the first thing a hiring manager will look for. Use bullet points to succinctly list your responsibilities and achievements; this way they can be easily read. Do include dates, your role title and the company name.

Express and Star Newspapers (August 2021 – present) - Paper delivery person

I deliver newspapers 2 evenings a week and Sunday mornings.

I sort out the papers as per orders and deliver to customers within a set timescale.

Disneyland Paris (June 2021 – August 2021) - Customer Services - Hotel Cheyenne

Include a brief synopsis of what you did and any achievements

In the Hotel Cheyenne restaurant and bar serving food and drink to customers, ensuring the smooth running of the meal service, taking orders and communicating these to the kitchen.

I worked as part of the service team supporting others and working to a rota.

I won Employer of the Month twice.

Education:

List

- Oxford Secondary School: 3 A Levels grades.....
- Oxford Secondary School 8 GCSEs grades...
- Gold The Duke of Edinburgh's Award

Interests:

- [A great place to end!](#) Think about what you can do to stand out and list here. As we said above – make them interesting and impactful. So for example part of a drama group, sports team, volunteering etc.

You do not need to include:

- a list of referees (these can be requested once you are in the interview process)
- your D.O.B.
- a photograph
- Aim to keep your CV to 2 pages (and no more!)