

HBD Partners Top 10 CV tips

Why is your CV so important? – It is your opportunity to get in front of a potential employer to secure your next career step. It is important that you feel comfortable with the format and content of your CV as you need to know every single detail included on it.

Layout – Don't use unusual fonts and keep it clear and easy for a potential employer to scan read. This is your calling card so make sure it looks great too.

Grammar & Spelling – This must be perfect as it shows that you are professional with good attention to detail. If English is not your first language, then find someone who will be able to help you proofread your CV.

Tailor the CV to the role – All the clues to what a potential employer is looking for in a candidate should be in the job description so try to align your experience and achievements specifically to the role you are applying for.

Stand out – Avoid just copying and pasting your job description into your CV. Think what will set you apart from the other applicants and remember to use as many key words as possible so you will stand out in searches.

Selling yourself – Make sure you include tangible facts and figures to back up your skills. Remember that numbers have more impact than percentages though, and you should include relevant time frames as well.

Keep your CV updated with your current skills and achievements – Once you have secured a new job it is easy to forget about your CV, however keeping it current throughout your career will help you crystalize your achievements and will save you time in the long run.

References – If you are going to include references in your CV then they must be senior colleagues you have reported into or had regular communication with, in the business .

Hobbies & Interests – Keep it brief and include anything which you feel might be relevant for the particular role you are applying for.

Clichés – Try to avoid including overused clichés such as hard worker, goal driven, multi-tasker and self-motivated.

Quick wins

What to remove from your CV

- Age & date of birth – your ability to do the job will not be influenced by either of these facts so they are irrelevant.
- Personal circumstances – the reasons why you are out of work should not be occupying precious space on your CV.

- Photo – in some countries this is normal, but it is not necessary in the UK and will only waste valuable page space .
- Outdated work experience – if you have been in the workplace for several years then this historic information will be of little interest to a prospective employer.
- “References available on request” – this is a redundant line on all CVs. It goes without saying that you will be able to provide references if asked for them.

What to include on your CV

- Name, current job title, location, mobile number, and email address – you do not have to add your full address these days.
- Personal profile – this should be a succinct, relevant and interesting short paragraph on you and your experience, skills and what you can bring to the role. Remember that this can be tailored for each different position which you are applying for.
- Always start with your current/most recent role first and work backwards. Ensure you include the dates you worked in month/year format.
- You must make sure your experience is listed in bullet point format as potential employers will feel less inclined to wade through chunky paragraphs of text.
- It is important to remember that the further back you go in your career, the less detail you should be including on your CV, unless it is relevant to the career path you are pursuing .

If you need advice please get in touch

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