

Keillar's Guide to Creating a CV

Your CV is the first step to securing your dream role; one of the most potentially life-changing documents that you will ever be asked to create. And yet, nobody ever teaches us how to put one together.

Writing a CV isn't an exact science. The most important thing is that it reflects you at your best and is a document that you are comfortable using to sell yourself. Here at Keillar, we see hundreds of CV's every month, and so we have asked our consultants for their 'top tips' for creating that all important piece of paper.

Overall Format

- In the current economic climate, it is likely that each role will attract a number of applications. Try to make your CV as clear as possible, with the most relevant information on the first page so that your potential employer doesn't overlook you
- Try to be concise – short sentences and lots of white on the page make it look like a quick and easy read
- CVs should be a maximum of 3 pages, preferably 2

Photographs

- Although not commonplace in the UK, photographs are widely used in European CVs
- If you decide to include a photograph, ensure that it has an appropriate 'corporate' tone. It might seem crazy for us to need to reiterate this, but suffice to say that photographs of you on the beach or those taken with a mobile phone are not suitable

Contact Details

- It is incredible how many CVs we receive without contact details, especially if they are being sent as an email attachment. It is likely that your CV will be printed off for the relevant individuals to read, so make sure they know how to contact you
- Please look at your email address objectively. 'Hottime319@gmail.com' might not give the impression you are looking for

Synopsis

- It is extremely useful to include a short synopsis of your skills and achievements on your CV, which should be tailored to each role that you are applying for

- Even if the job application asks for a cover letter, put this information into your CV synopsis too as this is most likely the document that will be opened first
- Don't make this too long though – 1/3 to ½ page is ideal

Career History

- List your roles with the most recent first
- We would recommend making a list of responsibilities and achievements under each role. Bullet pointing these is a good idea
- If relevant, include figures to back up your abilities. If you have worked to target, tell us your performance against these, or any other key performance indicators
- Won an award or qualified for another incentive? Let us know
- Feel free to add in the personal qualities required for each position

Qualifications:

- If a position requires a certain qualification / training certificate that you hold, then put your qualifications at the top of your CV, under your contact details or your personal profile
- If not, keep them at the bottom
- Don't include grades (unless they are distinctions)
- Don't include your school qualifications (unless they are recent)
- Remember to remove any certificates that have expired

Interests

- Interests are a good addition if they require commitment, time and dedication, such as sport or voluntary work
- Whilst it may well be that your interests are reading, going to the cinema and watching television, bear in mind the impression that you want to create. If you think that your interests perhaps don't create a dynamic picture of you, you don't have to include them

Referees

- Some candidates are, understandably, worried about providing reference details on their CV, in case the potential employer goes straight ahead and contacts them when their current employer doesn't even know that they are

job hunting. If this does concern you, it is perfectly acceptable to write 'referees are available on request'

Spelling

- Please remember to spell check!
- Please also read through yourself, as spell check will not pick up certain errors ie. 'manger' instead of 'manager'. It helps to proofread your CV a day or so after you have written it, as you are much more likely to pick up mistakes

And finally...

Linked In, Facebook and social media:

As you are no doubt aware, many employers are using Facebook and LinkedIn to research potential candidates for new roles. If you are looking for a new position, now is a good time to check your social media accounts, particularly Facebook. Does it represent you in your best light? As well as photographs, take some time to review your status updates and read them as a newcomer. Some of them might come across differently from an outsider's perspective. If in doubt, delete.