

# Top 10 Tips – for a perfect CV

Supplied by: *The Development Company Limited*



*A poor CV seriously hinders you being selected for interview. It is the only document the employer has to judge you on, so here are our ten top tips for the perfect CV:*

1. KISS - keep it short and simple. Use a maximum 2 pages of A4.
2. Use a common font, such as Times New Roman or Arial.
3. Use black print on white paper.
4. Add your contact details into either the header or the footer.
5. Put your working history from your current role backwards. As you go back in time, remember that less is more – stick to employer's name, job title and dates you worked with them.
6. Show what value you have added in the past by having an achievements based CV. Use verbs to show the outcomes of what you did. Examples:
  - Reduced errors in order processing by 3% by implementing a new system...
  - Increased customer retention by creating a key account management strategy...
  - Enabled shorter shift turnaround with improved team meetings...
  - Designed a social media strategy which increased web hits by....
7. Tailor your CV to each vacancy. Your aim is to be selected for the interview, so you need to show on paper why you are the perfect match to the vacancy.
8. If you use a profile statement at the top of the CV, ensure it adds value to your CV. Compare the two examples below:

Kay is a good team worker who is comfortable working on her own or with others. Kay is professional, a good problem solver, and a good communicator.

I am a qualified coach, facilitator and trainer. My approach is delivering learner led interventions. I embrace the use of technology in learning and use social media as part of my learning events.

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9. Explain any gaps in employment. I've come across candidates reluctant to put on travelling abroad for example. It may lead your CV to be put in the 'No to invite to interview' pile.
10. Be honest. Research implies that up to 50% of candidates stretch the truth on their CVs. Don't, as it is easy to check out any information you provide.

The Development Company provides interviewee development to organisations who are downsizing or want to enable staff who are out of practise with CV and interviews the opportunity to apply for internal posts with confidence. We provide:

- Open training courses at the Novotel, Milton Keynes
- In-company tailored training courses
- In-company seminars, including large conference seminars
- One to one coaching
- Elearning in Job Interview skills
- Video streaming – Job Interview skills
- A ready made course in Job Interview skills

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