



Creating the most effective CV

Create a CV that you can use for most of the roles you may apply for but add in specific experience and skills employers will be looking for. You can have a couple of versions of your CV if you are potentially looking at a couple of different fields and need to highlight your skills and experience differently.

Your CV should include:

Personal Information

- Name
- Address (just city and start of post code is ok if you don't want to share much)
- Contact details (phone numbers and email address – a professional one!)
- A link to your LinkedIn profile if you have one and make sure the information, roles and dates match your CV. A profile picture on LinkedIn is recommended if you are happy to do this. This means they can see you and it creates authenticity.

Personal Profile

A short summary about you, what you are looking for and what you can offer.

This is in terms of your career, ideal next role and about why you are looking to change your career or situation. This may be for progression opportunities (which may also mean salary, but don't put that!), due to family reasons, which may now need a different shift pattern, no shifts at all or perhaps need to be closer to home. You may be relocating to a different area so explain this.

Qualifications

List all the qualifications you have (generally highest first) and ensure you include -

- Level of qualifications (i.e. HNC, BEng)
- Subjects (i.e. Engineering – be specific if mechanical or electrical etc)
- Courses achieved, stating the start and finish dates

Clients will usually want to see your highest and most relevant qualifications at the top, not date order. Don't hide your HNC or Degree halfway down the list as you may have done some other basic courses since.

Training courses

List all your relevant training courses and dates you have achieved over your career. This may be for areas such as H&S, IT courses, management courses etc.

Career History

List your career history in date order with the most recent first. Include:

- Dates employed (months are ok - you don't need specific dates)
- Company name
- Job title

If you have held multiple roles in one company, ensure the total years employed and the different roles are clear, for example -

- 2000 – 2012 Engineering Company
- 2010 – 2012 Project Manager
- 2005 – 2010 Project Engineer
- 2000 – 2005 Design Engineer

REALLY Important – make sure your employment dates are correct and when you actually started and finished roles. You don't know who could be looking at your CV and may already know you or references are requested to confirm dates of employment.

Gaps in employment - if you have had a period time of time off between roles (6 months +) it may be a good idea to explain a little about it. For example, 2016 – 2018, 18 months off travelling the world/caring for an ill family member.

Do not try and move dates on your CV to fill in the gaps!



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If you have been made redundant then write this and do not see it as a negative point. It is better to show why you moved on than possibly having lots of roles and people assuming you 'job hop' a lot.

Company information

Give a summary of who the company is and what services or products they provide. Don't include any confidential information but give a flavour of the sort of company or environment you worked in.

Overview of role and responsibilities

Write a summary of what you do or did in your roles and any key achievements you attained, teams you managed or successful projects you completed. Include anything the potential new company may want to know, but nothing confidential!

Don't let the reader assume you have completed certain tasks or have specific skills just from your job title. If you manage(d) a team say how many are/were in the team and that you complete(d) regular appraisals and training with them etc.

Hobbies & Personal Interests and Volunteering

If you have any personal interests, hobbies or volunteering commitments which may add value to your application then add this to your CV, but you can generally leave this off.

If you are applying for a Software Design role at a gaming company and you are an avid gamer then this is the perfect example of hobbies and interests to add.

By leaving off general interests it gives you the opportunity to discuss them at an interview, especially if they ask 'Tell me more about you and your interests'. If you have already listed them all you'll just be repeating yourself.

If you do add additional information to your CV always think about what message you are trying to convey and if it is relevant for the purpose of applying for that specific job.

References

Adding a few contact names of previous employers can look positive but if you have a strong CV it is not necessary and generally employers will ask for them if they need them.



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Additional considerations

CV Length

CVs are generally 2 to 4 pages long depending on where you are in your career and the amount of qualifications you have etc. Your CV needs to be interesting and informative with the reader wanting to read more, but not bore them!

Trying to cram 30 years' experience and many qualifications into 2 pages will not say much at all. On the other hand don't go into masses of detail on every role ending up with 6-8 pages. It won't be read and you will turn the reader off your CV.

Layout

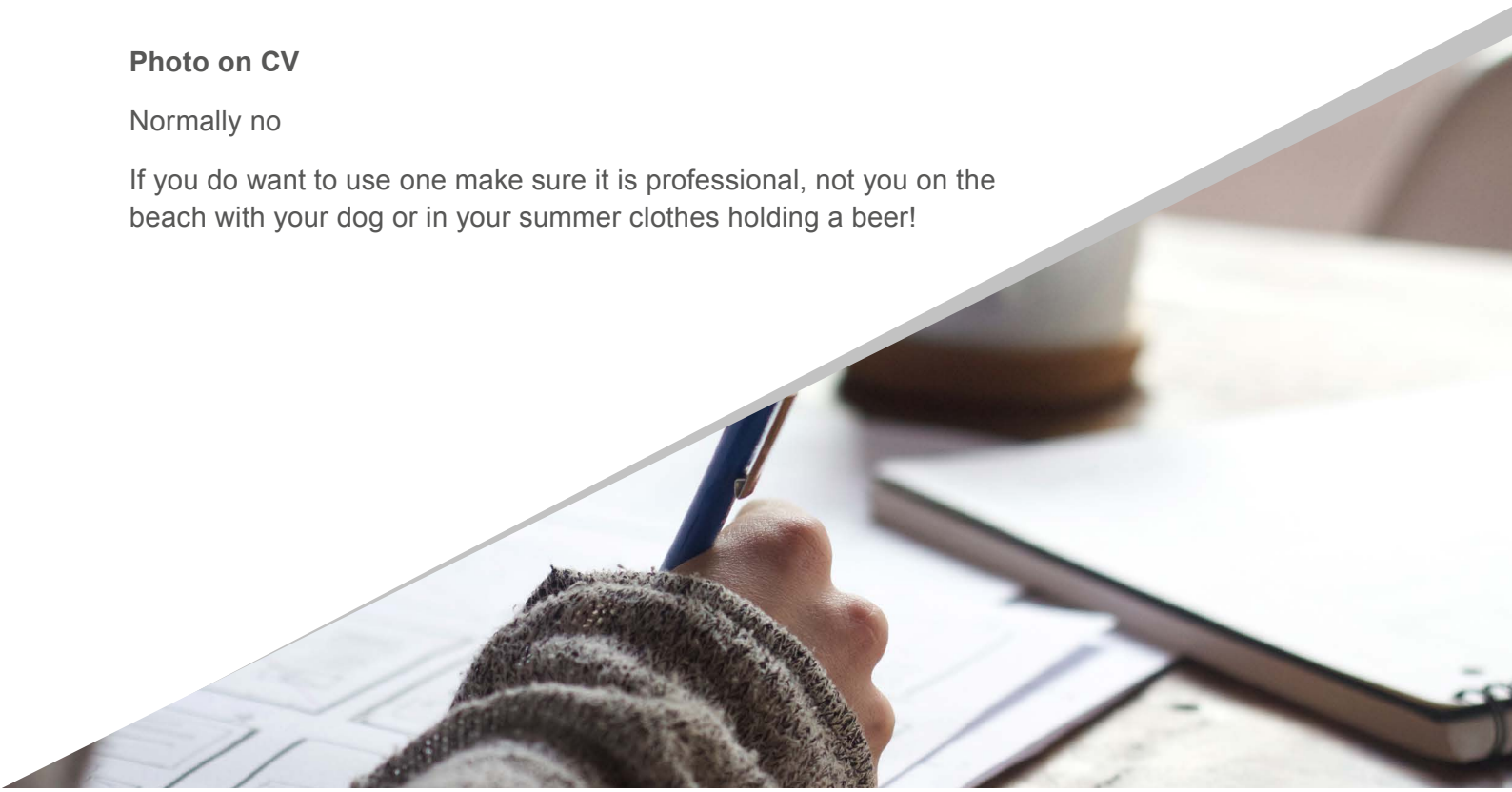
Unless you are looking to showcase your creativity for a new job (i.e. a graphic designer), keep the layout simple and easy to follow.

- Black and white
- Titles on each section
- A good font (i.e. Calibri) and size of letter (11/12) - not too small so that people may have to squint to read it but also not too large as if you are trying to fill the page!

Photo on CV

Normally no

If you do want to use one make sure it is professional, not you on the beach with your dog or in your summer clothes holding a beer!



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