



## Top Tips for preparing a CV

**It is important to have a CV whether you are applying for a Saturday job or your first career role. Here are some tips to help you produce an effective CV.**

### Contact details

Make sure you have your name and correct contact details on your CV. If you are putting an email address or mobile number on your CV, make sure you check them regularly for messages.

### Personal statement or profile

This is your opportunity to let the reader know why you would be ideal for their role, about your achievements and your career aspirations. Make sure you tailor it to the role you are applying for. Don't put "I am looking for a job as a Brain Surgeon" if you are applying for a Saturday job in a supermarket. They will think you have made a mistake and haven't taken the time to understand what they are looking for and will reject your application. Look at the skills and attributes they have specified on the job description. For example, if they are looking for someone reliable and punctual put "Achieved 100% attendance at school for the last two years" etc or if they want someone numerate put "assisted in cashing up for school tuck shop" or "achieved 98% in Maths in mock exams" - obviously you would use your own examples. Ask your friends and family about your personal qualities so you can put "I have been told that I have a friendly and confident personality." Or whatever is appropriate. Ensure you tailor your CV to specific roles. You may want to save several versions of your CV depending on the role you are applying for.

### Spellcheck, spellcheck, spellcheck!

It is important for your CV to make a good first impression. There are some companies who won't see a candidate if they have spelling mistakes on their CV. If you are applying for there roll, make sure you cheque you're spelling and grammar and get someone else to check it for you as it is easy to overlook your own mistakes. Although spellcheck is good it won't spot all errors if the for example "there", "roll", "cheque" and "you're" are incorrectly used in the previous sentence, although they are correctly spelt, and spellcheck is only flagging the word "there" as incorrect! Also make sure spellcheck isn't using the American dictionary to check the spelling.

### Explain any gaps in your CV

If you have been travelling or studying make a note of it in your CV as unexplained gaps in employment can raise suspicions, even if your reasons are completely legitimate.

### Be honest but be positive.

Don't put "I have basic Excel skills" as you may have just the right level of knowledge they are looking for and basic level to you might be intermediate level to the company you are applying to. It is better to put down details of your experience, so they can judge if you have the skills they need. For example "I use Excel on a daily basis for keeping track of expenses, running reports etc".

## **CV Layout**

Don't put lots of graphics or borders on your CV as sometimes when the documents are saved onto applicant tracking systems it can get distorted. It is best to keep it simple, with bullet points if you like to add interest to the layout. When Recruiters search for candidates on job boards they look for industry keywords and buzzwords, so research the words most commonly used in the job's that you are applying for. SEO friendly words help those ATS search engines put your CV to the top of the pile.

## **Hobbies and interests**

Is isn't essential to put this on your CV however it can sometimes be a talking point in an interview.

**There are various free websites that can assist you for example**

<https://www.fish4.co.uk/career-advice/how-to-write-a-cv/>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

<https://www.reed.co.uk/career-advice/how-to-write-a-cv/>

Please call Jackie Iles at Volt on 01737 236 817 for more information or email [jackie.iles@volt.eu.com](mailto:jackie.iles@volt.eu.com)