



Top tips for creating a standout CV

eligo^o

Your Curriculum Vitae (CV) is one of most important documents you will ever write because it is your opportunity to sell yourself to a prospective employer. Get it wrong and you may miss out on an interview and the job of your dreams.

Studies show that employers will typically spend between **30 seconds** and **2 minutes** making a judgement on a CV so every word must count!

Eligo have put together 5 easy steps on how to make your CV stand out from the competition:

Step 1: Formatting and style

The use of bold, spacing, bullet points and alignment can really help employers pick out key facts and navigate to important areas of interest.

Step 2: Understanding the role

Your CV needs to have a logical structure, we recommend that you start with your most recent experience and work backwards stating all or some of the below:

- Personal Profile / Personal Objective
- Most Recent position – Job title, Company & dates of employment
- Description of the current role including key facts & achievements
- Detail all further work history – as above
- Relevant Qualifications
- Education
- Training attended
- Skills and interests

Top Tip!

Detailing up to 10 years' experience with a note "further history available on request" can help to keep your CV as relevant as possible and under two pages!

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Step 3: Content

When choosing what to include in your description of previous and current positions put yourself in the employers' shoes and ask yourself the following questions:

- Does it include the key facts & figures most relevant to the positions?
- Does it cover as many of the essential & desirable job requirements as possible?
- Does it include relevant industry keywords or technologies you are familiar with?
- Does it include a list of systems / projects you have worked on?
- Does it give a feel of how you can “hit the ground running” within their business?

Top Tip!

Ensure that any contract/temp work is clearly defined as such and that you give reasons for any short periods (e.g. redundancy) to stop them reading between the lines.

Step 4: Review

If you are happy that all of the above points are covered, ask a friend/colleague to proof read your CV and check for any errors/grammatical mistakes.

Step 5: Revise

Before you consider sending your CV to anyone, or taking it with you to an interview, make sure that you know your CV inside out including the key facts that you have included. It is amazing how many people will quote different dates/facts/figures to those detailed on their CV!

Top Tip!

Why not ask a friend to role play an interview situation with you and test how accurately you can recall vital information.



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CV Template

Your Name

Contact Details (including Town and County)

Telephone numbers including mobile contact details

Email address, and link to professional LinkedIn, Website

Biography - sell the dream of you

This is your opportunity to present the **skills** you are keen to use in a career enhancing position, this should include your **unique skill set** and the **value you can bring** to organisations. Present a **compelling, hard-hitting summary paragraph**. This is the **most important part of your CV**. It gets read the most and sets the tone for the rest of the document. This section should include a **brief history of your career, details of the sectors you have worked in**, and it should also include some of the **skills you have used in your career to date**. This section should never be in bullet point format and should be no more than 8 to 10 sentences long.

Key Achievements

- This section should include a list of 4-8 achievements using the STAR method and should be presented in bullet point format.
- The achievements should be related to the skills required in the position you are applying for.
- You should include details of a situation you were involved in that resulted in a positive outcome for your employer. Describe the tasks involved in that situation, talk about the various actions taken and the results relating to the actions taken.
- Employers want to know that you have solved problems similar to theirs and that you achieved the results for which they are looking for.
- For example mention any work projects you have worked on or lead, include details of the project, team size, duration, your responsibilities etc.

Work Experience

Remember to start with your most recent employment first and work backwards. Your job descriptions should start out strong and sustain interest by emphasising key skills. Job descriptions should start with active verbs and written so that the first sentence conveys key words that are relevant to prospective employers.

Most recent/current position

Title Held, Name of Company Dates of employment

Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.

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Previous role and experience

Title Held, Name of Company Dates of employment

Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.

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Title Held, Name of Company Dates of employment

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Education and Training

List any qualifications gained

University name, dates (if applicable)

List any qualifications gained

College name dates (if applicable)

List qualifications gained (do not include GCSE results if you have a Degree qualification)

School name: dates (if applicable)

Include details of the qualifications and training you do have. If you are concerned about your lack of qualifications don't worry, many highly regarded business professionals do not have academic qualifications. Employers generally value experience and skills over education.

Skills and Interests

Include brief details of your interests to give the employer an idea of your personality and character. It's also good to mention if any interests relate to your skills for example if your hobby/interest has improved a certain skill or positively impacted your career in any way.

References available on request