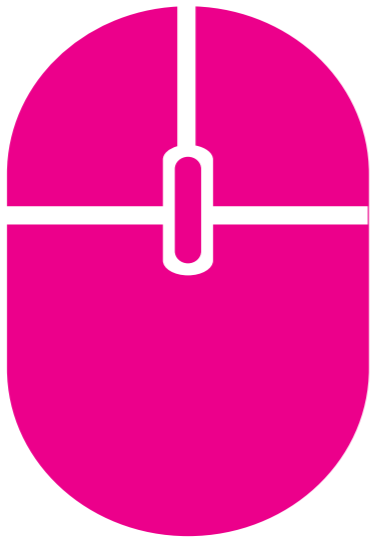




# How to write a winning CV

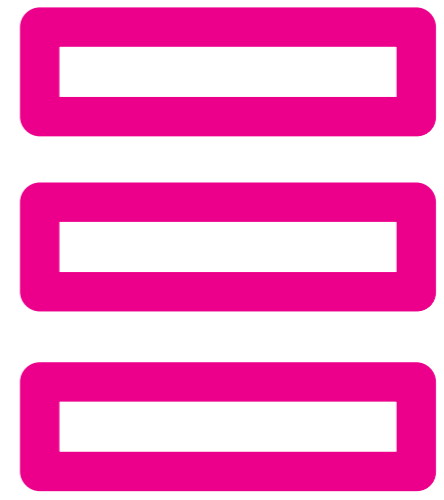
## 1. Research your market



Search for your desired roles on major job websites.



Browse through relevant adverts and make a list of the most important candidate requirements.



This list will show you exactly what you need to highlight in your CV.

## 2. Format and structure

Name - CV

Contact Details: Keep it short

Profile: 4-6 lines summarising yourself  
Include: Skills, Experience, Industries, Tools  
Avoid: Meaningless clichés

Core Skills: 6-8 short bullet points that highlight your main offerings. e.g  
- CV Writing - Customer Service

Roles: Company - Role title - Dates  
Start with a 2-3 line summary.  
- List your responsibilities  
- Show the impact you have made  
- Lots of details in recent roles, less in older roles  
- End with some key achievements - use facts and figures to really impress employers

Education: Simple list format - include dates and governing bodies - only include relevant & important qualifications

Interests: Optional

### Length

2 pages - definitely no more than 3.  
Busy recruiters don't have time to wade through lengthy CV's.

### Top Quarter

Anything above this line will be the first thing that readers see upon opening your CV. Make sure it is packed with key words that your target employers will want to see.

### Format

Use a simple font, break up the text and avoid using photos. Make it as easy as possible for employers to find the info they need.

## 3. Punchy profile

### CV

- Your profile is the very first thing an employer will read on your CV, so it needs to make an impact and keep them interested.
- Summarise what you can offer an organisation and try sticking to hard facts like industry experience, software knowledge, languages etc.

**Avoid using buzzwords and cliches** as they are often generic and non-descriptive. For example:

- ✗ Hardworking
- ✗ Motivated
- ✗ Team player
- ✗ Strong communication



## 4. Structure & descriptions

**Outline: Summarise your role and employer**

**Duration dates,  
employer name  
and job title**

Aug 2009 - Date    Company X Estate Manager

### Outline:

**Example:** Reporting to the Head of Estates, I lead a small area of operational management and maintenance for a luxury apartment suite consisting of 45 properties and over 100 residents.

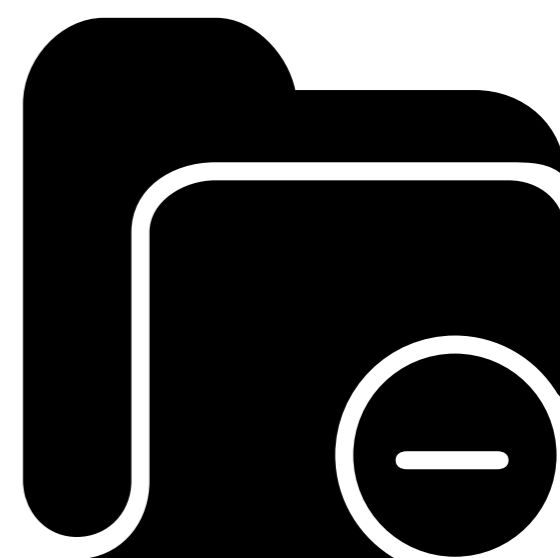
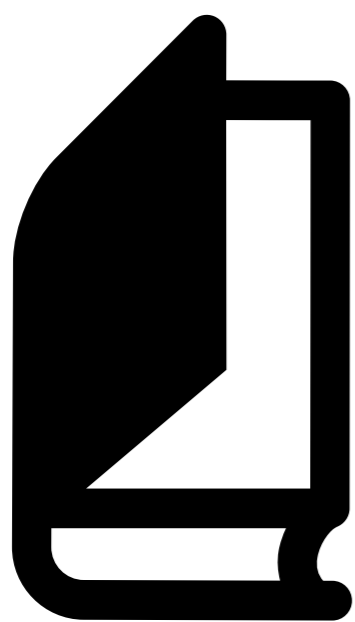
### Key Responsibilities:

- List your daily activities to show your contribution and impact.
- Use bullet points to break the information up and make it easy to read.

### Key Achievements:

Add some impressive achievements and use numbers, where possible, to quantify your value.

## 5. Education & qualifications



List your education, starting with your most recent - include grades and governing bodies.

If you have little work experience, you should include lots of details on your education.

Experienced candidates need only include a brief summary of their education.

## 6. Relevant interests



Interests and hobbies are optional, so only include interests that could have a positive effect on your job applications.

Interests to include:

- Sports teams
- Clubs and societies
- Volunteering and charity work
- World travel

Interests not to include:

- Political or religious views
- 'Socialising with friends'
- Anything that could be considered controversial

## 7. Triple check your CV

**CHECK FOR**

- Grammar mistakes
- Spelling mistakes
- Repeated words
- Messy formatting
- Contact detail errors

It only takes one mistake for employers to start doubting your credibility so make sure that you proof read your CV thoroughly.

NOW you are job hunt ready!



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