

how to write a winning cv

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People always say that first impressions count and this could not be more true than when applying for a new job. Not only is your CV the first thing an employer sees from you, it is what the employer will use to decide whether you move on to the next stage of the employment process, therefore it is important that you present yourself in the best possible light.

Why is a CV important?

Your CV is essentially a selling tool which promotes your strengths, skills and experience and shows a potential employer at a glance, the benefit you can add to their organisation. Writing an effective CV is one of the most important things you will do in your working life and it will increase your prospects of getting the job you want. A good CV will make you and your skills stand out from the crowd and position you as a worthy contender for interview.

How should I write my CV?

- Regardless of what books will tell you, there is no set format for writing a CV. There are however, a few useful guidelines that will help you create a CV that produces results.
- Your CV should be no longer than two sides, possibly three, in length; Keep it simple, factual and to the point.
- Write a brief career objective which states the type of position you want and the core skills which qualify you for it.
- Use active verbs that describe your skills, abilities and achievements. For example, managed, developed and avoid the use of “I”.
- Use a clear and logical format with the most recent position listed first. Do not simply give job descriptions. Detail the responsibilities you handled and the specific results you achieved.
- Where appropriate give dimensions to each role such as budgetary responsibility, numbers of direct reports and reporting lines. This allows the interviewer to gain as much insight into the breadth and depth of your skills and responsibilities as possible.
- Tailor your CV to a specific role, highlighting the key skills in your CV which match the key accountabilities in the job description and review it for each application.
- Always be honest and accurate in your information as your CV will be used as the basis of your interview and references. It is a legal requirement!

Once completed proof read your CV, proof read it again and if necessary get someone else to look over it. It is surprising how often simple errors appear in job applications. Your CV reflects the effort and care you will take in your job, so it is important that it is perfect with no typing errors, spelling mistakes or punctuation mistakes.

At HARP wallen executive recruitment we always recommend that people write their own CVs so that their personality shines through. It is very easy for professional CV writing companies to make statements which are not true which can lead to problems through the interview process. If you write your own CV you will be in a stronger position to accurately describe your achievements but if in doubt, recruitment agencies such as HARP wallen are well placed to advise you.

The CV is an important part of your own sales and marketing strategy, the time you put into it will be re-paid tenfold!