

20 TOP TIPS for writing your own CV

1. Give it a title-what are you?
2. Remove your full address. Just county and country is fine.
3. Check and double-check your contact details.
4. Put a link to your LinkedIn profile with your contact details-but only if your LinkedIn profile is up to date.
5. Don't be boring with your personal profile. It's called 'personal' profile for a reason.
6. Create a 'Key Skills' or 'Areas of Expertise' section and link each one to your target role. Give the reader an example of why that is a key skill or area of expertise.
7. Stay away from 'responsible for' and instead focus on achievements. As a recruiter, I know what the job role does, but I need to know what YOU have done.
8. Quantify, quantify, and quantify a bit more. Numbers jump off the page more than words do!
9. Keep bullet points to 2 sentences. Short and sharp. Don't go into too much detail. Capture attention and leave people wanting to know more.
10. Take off the irrelevant stuff. If it's not relevant to your target role then leave it off.
11. Don't go back too far unless stuff you did 20 years ago is particularly relevant to the role you are going for now. Really important in sectors that are fast-moving with constant changes.
12. Use the target job role profile to highlight keywords and skills and weave them into your CV! I'm a bit old school and use my trusty old highlighter pen, but you can use AI now to do this-I trust it to do that bit!
13. Whilst we're on that subject.....don't use AI to write the CV. Or if you are going to use AI to write your CV, please edit it significantly before you send it to a recruiter. AI-written CVs can be spotted a mile off! Your CV is a personal document and one that should reflect you. So don't let a robot write it.
14. Go to the website of the company you are applying to and check their vision, values, and mission statement. If you like what you see, then try and weave some of the wording into your CV.
15. Take off your school education from over 20 years ago! Not relevant.
16. Show your industry knowledge with mentions of webinars attended or specific courses you may have done. It's good to see that you are continually learning and adding to your skills.
17. Add in some of your tech skills. What systems do you use and are competent in?
18. Leave your hobbies and interests off unless it's related to your target job.
19. Please don't use fancy fonts or graphics! You will never write an 'ATS-friendly CV', but you can at least play along with the rules and avoid stuff we know ATS doesn't like.
20. Tailor your CV for each application. Speak directly to the role you are applying for.