



CV Screening & Application Guide

Train operators are not looking for sales language, personality claims, or long personal statements. CVs are reviewed as evidence documents — structured summaries of responsibility, reliability and suitability for a safety-critical role.

1. How CV Screening Works

CV screening is typically time-limited and evidence-based. Recruiters are narrowing the field to candidates whose experience clearly aligns with the role profile and job description.

CVs are assessed for evidence of:

- Alignment with the advertised role profile
- Safety responsibility
- Procedural compliance
- Working independently
- Handling pressure and accountability
- Consistency and reliability over time
- Knowledge, skills and behaviours listed in the job description

2. Preferred CV Layout

Most train operators prefer a clear, chronological CV format. This allows recruiters to quickly understand your recent experience, responsibilities and employment consistency.

A structured layout typically includes:

- Name and contact details (clearly visible at the top)
- Brief professional statement (concise and role-focused)
- Key skills relevant to the advertised role
- Employment history (most recent first, with dates)
- Education and qualifications
- Relevant certifications or licences
- Hobbies and interests (optional and brief)

Employment history should be listed in reverse chronological order, with clear dates and concise bullet points outlining responsibilities.

3. What Recruiters Need to See

Recruiters look for clear, factual descriptions of what you were responsible for — not general statements about being hardworking or motivated.

- Your CV should be tailored specifically to the advertised role using the language and criteria listed in the job advert
- Specific tasks involving responsibility or decision-making
- Evidence of following rules, procedures or safety standards
- Examples of independent working or lone responsibility
- Clear employment dates and role titles

4. Common CV Mistakes

Many CVs are rejected not because of lack of ability, but because relevant evidence is unclear or missing.

- Submitting the same generic CV for multiple roles
 - Overly long personal statements
 - Generic descriptions with no context
 - Missing or inconsistent dates
 - Listing duties without explaining responsibility
 - Irrelevant information unrelated to the role
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This guide provides an overview of how CVs are screened within rail recruitment. For structured, practical CV hints and tailored guidance aligned to operator expectations, see our full CV Guide at [Railway Careers](#).