



# JOBSTORE UK

Digital Agency, Traditional Values

## Our CV Writing Recommendations

Your CV or Resume is the first step towards a new job or a new career.

It is the first impression businesses will get on you and it is this document that will get your foot in the door - a first stage interview - a coffee with the decision maker - or through first round screening, so taking the time to really understand the vacancy you are applying for and to compare the role with your key skills is really important.

Everything you detail from employment history to hobbies tells a potential new employer something about you. The employer will be looking for a specific type of person, not only with suitable experience or qualifications but also the most appropriate cultural match.

A well-written CV will be something that paints a picture of you, whilst detailing achievements and future aspirations to get you that all-important interview. Nowadays recruitment agencies and employers are receiving hundreds of CVs for each role so it is vital that your CV and covering letter stand out from the crowd.





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Our Tips;



We recommend that you write a fresh CV for each job you are applying for.



Keep everything to a minimum – white space on your CV will make it easy to read and use bullet points where appropriate.



Your CV should be no more than two pages.



Your education, skills and experience should illuminate your CV and mirror your suitability for the job.



You have 10-15 seconds to impress and engage the reader – be precise, concise and entice.



Short snappy sentences are easy to read and grab attention.



If you are recently out of college or university, it could be worth emphasising your results, teamwork, volunteering, extracurricular activities, awards etc.





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Do NOT lie on your CV, align your skill descriptions to those requested within the job specification.



Use similar terminology to that your potential employer has used in their job description, this will strike engagement and trigger a connection. If you are successful in being selected for an interview, ensure you are familiar with this terminology and that you understand the full job description.



If you do not possess the exact experience, ensure you demonstrate a desire to learn.



Focus on ensuring relevance – if you are tight for space, remove anything that has not been requested.



Competitiveness within the job market has increased the need for CV adaptation; those applicants who take the time to consider and target their application will have a competitive edge.

Although you may possess excellent qualifications and relevant experience it is the documentation which is crucial. Your CV should be immaculate in its presentation, easy to follow and contain a crystal clear and concise description of yourself in simple relevant language.

Overall, think of your CV as a sales brochure. Your sole purpose at this point is to get to the interview table, everything else can follow.

