



Theo James

SPECIALIST RECRUITMENT

# CV Writing Tips

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## > Do:

Writing a CV can be a challenge, but by following our dos and don'ts your CV will be sure to **stand out!**

- Keep it simple and easy to read - use bullet points and ideally quantify your results, for example 'I was able to reduce downtime by 22%'
- Sell yourself from the top of your CV - include main achievements, length of service and the value you have added to previous employers
- Tailor your experience to the job you are applying for as much as possible - think of all your transferable skills which would be applicable
- Include a section for your career achievements - it is important to not only list your job duties but what in particular you are proud of and how you have made a difference in previous roles
- Chronologically order your job history, education or any projects - start with the most recent events first
- Have a strong career objective for your next role - think about what you actually want out of your next position, be honest and authentic. For example, if you are seeking an operations role, a career objective could be, 'I utilised my 5 years experience in automotive and people management to continuously improve upon spearheading projects, leading to an increase in turnover and profit of over 25% within 12 months. My aim is to be able to add this value to my next role.'
- Always discuss your actual hobbies and interests - people do look and often like to understand what's behind your experience

## > Don't:

- State your previous salary or salary expectations
- Discuss your reason for leaving
- Include your age, race, religion or sexual orientation
- Add any photographs

## > Useful Tools:

We recommend using free or cost-effective templates to help you format your CV, such as:

Resume - <https://bit.ly/3HxqDVY>

Canva CV Creator - <https://bit.ly/3tjZeBM>

CV Maker - <https://bit.ly/3K5g3Hg>



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**Thank You**

If you would like to get in touch, please email

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or call

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