



Connecting People and Opportunities  
Throughout Central England

# CV tips



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Your CV should be an easy-to-follow summary of your career, skills, experience and qualities to help prospective employers assess your suitability for a job.

**The purpose of your CV is to get you the interview.  
It should never be a substitute for one.**

Your CV should not be an exhaustive list of everything you have ever done - it should be **concise**, to have impact and stand out.



Drawing up a CV from scratch (and periodically updating it) is a useful self- development exercise, and can help to act as an additional check to guard against possible shortfalls in your skills.

**Your CV should set out your career history in reverse order - working back from your latest job to your first job.**

The reason for presenting your current position first is to help your prospective employer see your most recent achievements.

Evidence of recent accomplishments is usually more pertinent and meaningful than those of many years ago.

Your CV should reflect the facts of your work history but also sell your positive points and show what you have done and achieved for each of your jobs.

It should present your capabilities and experience in up to three pages (no more), to make the employer want to find out more about what you have to offer.

**Do not tailor any part of your CV to emphasize the match between those qualities that you have and what the employer is looking for.**

Generally speaking your CV should be sufficient for most job applications with the covering letter focusing on the match of your experience etc. for the job to which you are now applying.



## THE FIRST PAGE

**If the first page is not done effectively you risk the following pages not being read at all.**

Start with contact details i.e. name, address, telephone numbers and email address.

The Profile is important. Key Skills should be bullet pointed (with a maximum of six or seven points).

The advantage of this approach is that when the employer looks at the profile and skills they will see immediately if you meet the requirements.

With regard to Career History each job which should be headed by a brief introducing sentence outlining key responsibilities and then it is important to show what you have achieved.

The Bullet Point achievements should all open with past tense achievement verbs, "devised, introduced, co-ordinated" etc. and should generally be quantifiable and verifiable such as "by 30%; being promoted by; £7M per annum" etc. This is much more impressive than merely saying that 'a good job was done'.

For impact, as well as for practical reasons, the list for recent jobs should be limited to the most relevant half dozen or so achievements. For earlier jobs this should be reduced to capture the essence of what was achieved.

<b>Your Name</b>	
Location	Property Street Town County Post Code
Contact No.	Landline Mobile
Email	email address
<b>Profile</b> About 30 words describing who you are and what you do including a brief summary outline of your experience. For example: Senior Administrator with extensive experience of all MS Office software encompassing several bespoke systems.	
<b>Skills</b> <ul style="list-style-type: none"><li>• Highly motivated .....</li><li>• Excellent communicator .....</li><li>• In depth experience of .....</li><li>• Well qualified in both .....</li><li>• Expert skills in .....</li></ul>	
<b>Career History</b>	
Present	
<b>Name of Company</b>	
Job Title	
Brief description of the job and your responsibilities	
<ul style="list-style-type: none"><li>• Achievement 1</li><li>• Achievement 2</li><li>• Achievement 3</li><li>• Achievement 4</li></ul>	



## 2ND PAGE

**The following pages provide meaningful back up to your impactful first page, so the discipline of page one must be maintained throughout.**

Having got the potential employer's interest the following pages should confirm the initial impression that you are indeed worth interviewing.

With jobs further back in your career history you should keep the descriptions short. As these achievements are some time ago and you probably had less responsibility, it is likely they will be of less relevance to the job you are applying for.

**Ensure there are no unexplained gaps in your history. Although these entries should be brief, don't waste the opportunity to highlight important achievements.**

(Previous Jobs)

**Name of Company**  
Date of previous job

Job Title

Brief description of the job and your responsibilities

- Achievement 1
- Achievement 2
- Achievement 3
- Achievement 4

**Name of Company**  
Date of previous job

Job Title

Brief description of the job and your responsibilities

- Achievement 1
- Achievement 2
- Achievement 3

(Earlier jobs)

**Name of Company**  
Date of previous job

Job Title

Brief description of the job and your responsibilities

**Name of Company**  
Date of previous job

Job Title

Brief description of the job and your responsibilities



### 3RD PAGE

#### List principal qualifications that are relevant. Focus on what matters now.

Remember to (briefly) indicate dates and awarding body. Be selective for now as you can always add in more detail when you get to the interview. Do ensure, however, that you include those that are both relevant and important

You may want to add some brief details on any Professional Affiliations, Publications or special honours that you have been awarded.

#### At all times be aware of what the prospective employer is likely to find relevant and positive for the particular job in question.

<b>Name of Company</b>	
Date of previous job	
Job Title	
Brief description of the job and your responsibilities	
<b>Education &amp; Training</b>	
<b>University / College</b> Qualification(s)	(start and finish dates)
<b>School name</b> Qualification(s)	(start and finish dates)
<b>Other Training</b> Qualification(s)	(start and finish dates)
<b>Personal Details</b>	
Brief description of the job and your responsibilities	
<b>Interests</b>	
• Interest 1	
• Interest 2	
• Interest 3	

#### **JOBS WEBSITES**

**logistics**workforce.co.uk

**office**workforce.co.uk

**driving**workforce.co.uk

**manufacturing**workforce.co.uk

**fm**workforce.co.uk

**path**selection.co.uk

#### **TRAINING & SKILLS**

**wf**training.co.uk

#### **CONTACT**

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