

## CV Advice 2017

F&amp;Y Consultant Ltd



CAREER ADVICE

Location

West Midlands, West Midlands

<https://www.freeadsz.co.uk/x-505519-z>

When it comes to applying for a new job, your CV could be just the ticket to get you that initial foot in the door and secure an interview – but how do you ensure your CV is added to the interview pile rather than thrown straight in the bin? Putting together a successful CV is easy once you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for. But what if you don't meet the right criteria? Well, I've put together the following tips to help you get started in creating a successful CV and securing your first (or next) job. Get the basics right

There is no right or wrong way to write a CV but there are some common sections you should cover. These include: personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references. Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper. The layout should always be clean and well structured and CVs should never be crumpled or folded, so use an A4 envelope to post your applications. Always remember the CV hotspot – the upper middle area of the first page is where the recruiter's eye will naturally fall, so make sure you include your most important information there. Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet. A CV is a reassurance to a potential employer, it's a chance to tick the right boxes. And if everything is satisfied, there's a better chance of a job interview. Also, employers receive dozens of CVs all the time so it's unlikely they'll read each one cover to cover. Most will make a judgment about a CV within sections, so stick to a maximum of two

pages of A4 paper. Understand the job description. Look for keywords in the job description, some of which may be details from your CV. Take notes and create a list of keywords. Highlight the keywords in the job description. You can use all the keywords in the job description. If you are in the black, you are adapting the CV to the job. You do have to have a CV. For example, if you are a salesperson, there is no stopping you from using an example of a CV you've undertaken – even if it was something to help pay the bills through university. It will demonstrate the skills you do have and show how they're transferable. Tailor the CV to the



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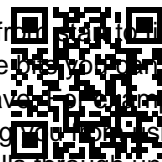
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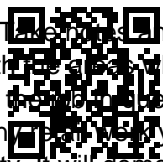
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