



Talent for technology

Writing a CV

[2017]

Writing a CV

Introduction

A CV is often the first thing a potential employer will see, so it's important to make a great first impression. This guide will detail how to use your CV as a sales tool rather than a mere list of skills and experiences to help you stand out against the other candidates.

Custom-made

As so much of the job application process is automated these days, candidates can apply for dozens of roles in minutes simply by uploading their CV and clicking send. However, if you really want to get a head start in the initial stages of the recruitment process, try adapting your CV to be more relevant to each position you apply for.

This might sound like a lot of work but it needn't be. Think about the layout and the order of the information provided – what will the person reviewing your CV be interested in the most? Also, consider having a brief summary of yourself and the kind of job you're seeking at the beginning of the document that you can edit easily.

Show , don't tell

Don't simply list all of your skills to the employer but instead show them by describing your past experiences and the subsequent results. After all, "good salesperson" is not as persuasive as "Reached my sales target without fail for 2 consecutive years".

Think S.M.A.R.T.

Make sure your CV looks S.M.A.R.T.

- Have a **S**imple layout
- Proofread for spelling and grammar **M**istakes
- Have a standard font such as **A**rial or Times New Roman
- Would you want to **R**ead it?
- Have no more than **T**wo pages

Honesty is the best policy

It's not worth lying or exaggerating on your CV. Not only is it illegal and immoral but it could also land you in some tricky situations. Job hunting is stressful enough without having to keep up with lies you think will impress an employer.

Why you?

Having the right skills and qualifications for a job is important, but you're not a robot. Your unique personality, differences and individual quirks are just as important in working life as your experiences. What makes you special? What can you do better than most people? Why should they choose you over anyone else?

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Any questions?

If you need more information about preparing for a job interview or would like to know about the latest vacancies we have at Lorien, contact our consultants today on info@lorien.co.uk