



1. Keep it real!

Usually a CV should be no more than four pages – and that’s four pages of A4 paper! Employers spend, an average, just 10-15 seconds looking at any one CV, and a guaranteed way of getting added to the no pile is to send them your entire life story. Keep it punchy, to the point, and save the intimate little details for the interview.

2. Tailor it

We’ve all done it. Sent the same CV out to lots of employers to save time... DON’T! Take the time to adapt your CV for each role that you apply for. Research the company and use the job advert to work out EXACTLY what skills you should highlight to them. The efforts will be appreciated.

3. Include a personal statement

Don’t just assume a potential employer will recognise how your experience relates to their job. Instead, use a short personal statement to explain why you are the best suited candidate for the job.

4. Don’t leave gaps

We are a cynical bunch and leaving obvious gaps on your CV makes employers instantly suspicious and they won’t give you the benefit of the doubt. If you’ve been unemployed it can be worrisome but just put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as project management, presentation, communication or teamwork? If so, highlight it!

5. Keep it current

Always keep your CV up-to-date whether you’re looking for a job or not. Every time something of significance occurs in your career, record it so you don’t later forget something that could be important.

6. The error of your ways

Employers ALWAYS look for mistakes on CVs and if they find them, it makes you look really bad. If you’re unsure then use the spellcheck function on Word and ask someone else to double-check what you’ve written.



Top Tips – CV Writing

7. Tell the truth

Everyone lies on their CV, right? NONSENSE! Don't! Blatant lies on your CV can land you in trouble when it comes to employers doing a background check / reference checking. The last thing you want is to start work and then lose your new job for lying on your CV. You can also get caught out at the interview stage when you are unable to answer questions on what you claim to know. And that can be EXTREMELY awkward!

8. The maths

This may sound dull but by quantifying your achievements with numbers makes selling yourself much easier. When writing your work history, don't just say that you increased sales; tell them you increased sales by 50% over a three-month period. Get it? Big numbers are especially good.

9. Make it look good

Image is everything in our current world and that also goes for your CV. Take some time to make it more attractive to any potential employer. It is best practise to use bullet points and keep sentences short. Use the graphic design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye.

10. Make it keyword friendly

If you've uploaded your CV on a job board so recruiters can find you, keywords are VITAL. Job titles and job buzzwords will help an AI search engine pick out your CV from the list. Confused? Don't be. For example, if you are a Business Intelligence Developer make sure you mention business analysis, DAX, SQL, TSQL and data analytics in you experience and skills. Run an online search and see what words are associated to your job title.

To find your next dream job in Cyber Security, Software Development, IT Support or Data Analytics please get in touch with NQB Recruitment Solutions based in Manchester – call now on 01612919196 or email us at info@nqbrecruit.tech.