

Creating a CV that stands out can be a daunting task. Whether you're just starting your career or looking to make a change, it's crucial to have an effective and professional CV. We're here to help you get it right and increase your chances of getting the position you desire.

<b>1. Professional summary</b>	
<p>Start with a concise professional summary that highlights your key skills and experiences.</p>	<p>Include skills you have that they need and the value you can offer to the company.</p>
<b>2. Structure matters</b>	
<p>A well-structured CV makes a great first impression. Use clear headings, bullet points, and consistent formatting to make your CV easy to read.</p>	<p>Consider using a clean, modern layout that highlights your strengths.</p>
<b>3. Highlight your achievements</b>	
<p>Be clear about what you've accomplished in each role. Focus on results, not just responsibilities.</p>	<p>Include job titles, company names, and specific achievements that showcase your skills and contributions.</p>
<b>4. Job history</b>	
<p>List your work experience in chronological order, starting with the most recent.</p>	<p>Include your job title, company name, dates of employment, and a brief description of your responsibilities and achievements.</p>
<b>5. Relevant qualifications</b>	
<p>Ensure your qualifications and experience are tailored to the industry you're in.</p>	<p>Include any certifications, courses, or additional training if applicable.</p>
<b>6. Keep it concise</b>	
<p>Don't ramble. Your CV should be short but concise - ideally one to two pages.</p>	<p>Focus on what's most relevant to the job you're applying for.</p>
<b>7. Easy to read</b>	
<p>Make your CV easy to skim. Use clear section headings, consistent font sizes, and appropriate spacing.</p>	<p>Don't forget to include dates to give a clear timeline of your career progression.</p>

## Do you need a Professional Review?

Sometimes, an extra pair of eyes can make all the difference. If you're unsure about how to present your experience, or if your CV is ready for the next step, reach out to one of our consultants. We offer personalised advice and feedback to help you create a CV that gets noticed.

*Contact us today and take the next step in your career!*