



CV WRITING GUIDE



Your CV only has 6 seconds to impress.

It's essential to have a logical layout for your CV. Clear name, job, responsibilities. Start and end dates are essential.

- TheLadders

2 in 3 employers have noticed lies in employee CVs.

Scott Thompson, former CEO of Yahoo was fired in 2012 after he was found to have embellished his college degree!

- CPI Employment Monitors

LET'S SET THE SCENE.

Impersonal applications & no customisation.

These are the main reasons applicants are rejected according to a recent survey.

- CareerBuilder

Approximately 80% of available jobs are never advertised.

Network, network & network again! Send your CV out to hiring managers actively.

- Collingwoodsearch

THE BASICS OF YOUR CV

What is a CV?

Why is having a good CV so important?

What do recruiters look for in your CV?

FORMATTING YOUR CV

Length, heading, font type, font size, page margins & Word vs PDF.

WRITING YOUR CV

1. *Your Details*

2. *Profile/Statement*

3. *Key Skills*

4. *Professional/Work Experience*

5. *Education & Qualifications*

7. *Hobbys and Interests*

8. *References*

9. *EXAMPLE CV*

ADDITIONAL ADVICE

Running out of space in your CV? Do this.

In short, what makes a great CV?

What are the most common mistakes found in a CV?

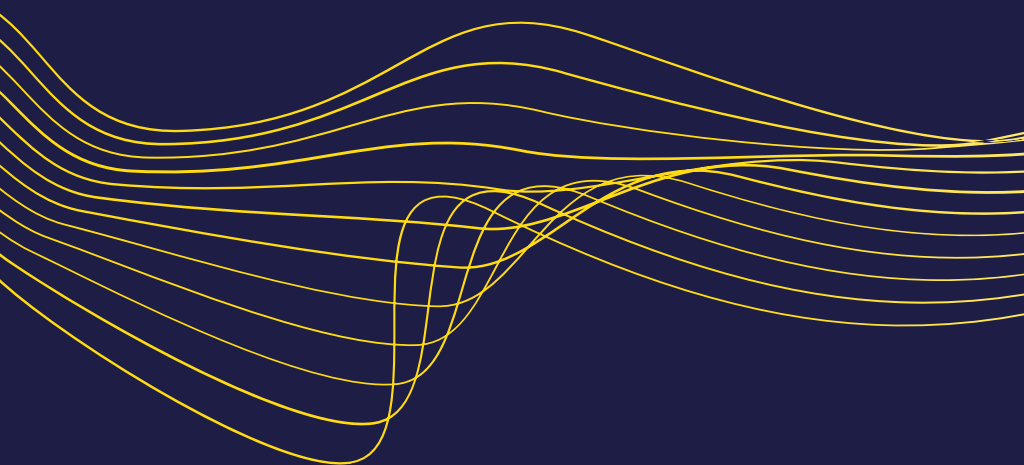
Getting your CV ATS ready.

Submitting your CV via email.

I've submitted my CV but not heard back. What can I do?



THE BASICS OF YOUR CV



AN INTRODUCTION

When it comes to job hunting, a great CV is essential.

Get it right, and you'll have an interview in no time.

Get it wrong, and you may face multiple rejections.

What is a CV?

Your CV, (short for curriculum vitae), is a personal marketing document used to sell yourself and the skills you've developed to prospective employers.

In brief, your CV is a document which tells someone about you; your career history, skills, abilities and achievements. Fundamentally, it should highlight why you're the best person for the job that you're applying for.

Why is having a CV so important?

CVs are valuable and important because they are your first and maybe only direct communication with a potential employer. Presentation is key.

That means a well-written CV is essential in order to secure a job interview, and therefore a job.



What do recruiters/hiring managers really look for in your CV?

1. Your position in the hierarchy.

Are you a team leader? Are you managing or overseeing large scale operations? Use industry-standard job titles or mention the title of the person you report to. This will help a hiring manager see where you might fit in their company hierarchy,

2. Who you interact with.

State who you interact with in your role. From the customers/suppliers to management and external business partners. Some hiring managers will want you to have proven experience working with certain business stakeholders.

3. Technology Expertise.

Certain roles will require you to be proficient with certain software or computer programs. It's a good idea to detail the tools you can use and how you specifically use them within your role.

4. What work YOU produce.

Describe what tangible work you produce in your position. What do you contribute to the business?

5. What your company does.

Make it easy for a hiring manager to know what your company does. Is it a consultancy? Is it a start-up? Include a brief line outlining this on your CV.

6. Education.

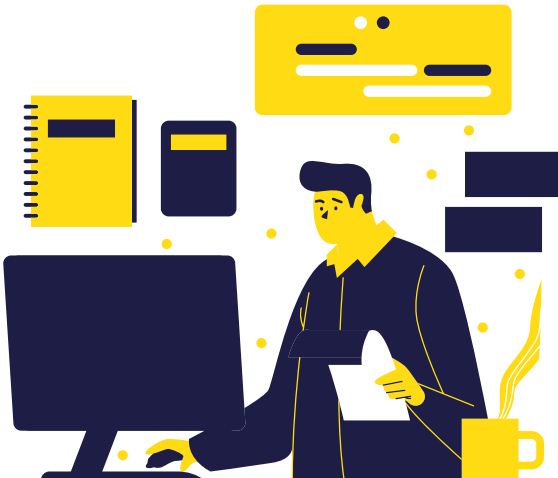
Do you meet the minimum educational requirements set out by the client? Often an employer will use educational requirements to reduce the candidate pool. Make your education section clear and easy to navigate.

7. Numbers.

Hiring managers like seeing quantifiable achievements in a CV - use them where possible. Figures provide evidence into what return on investment you can offer a company in the position you're applying for. Have you reduced costs? Have you increased a campaign ROI? You can, for example, include percentages of targets achieved or the time taken to deliver a piece of work or project. Often metrics are available from the company CRM.

8. Location.

A recruiter will check if a person either directly mentions they're '**available to relocate**', or whether they already live in a commutable distance to where the job is located.



FORMATTING YOUR CV

A visually appealing CV is a far more enticing document to read than one which is disjointed. Keep the formatting consistent throughout your CV.

Length

The standard length of a CV in Europe is 1 or 2 pages. For some technically oriented jobs, you may require 3 or 4 pages. Check country-specific standard lengths before applying.

Headings

Each section should be introduced by a slightly larger, bold heading to ensure an easy read. It's a good idea to CAPITALISE these. Having clear sections on your CV will help a recruiter navigate more quickly.

Font Type

Choose a clear font like Calibri, Arial or Times New Roman. Keep it professional and easy-to-read.

Font Size & Page Margins

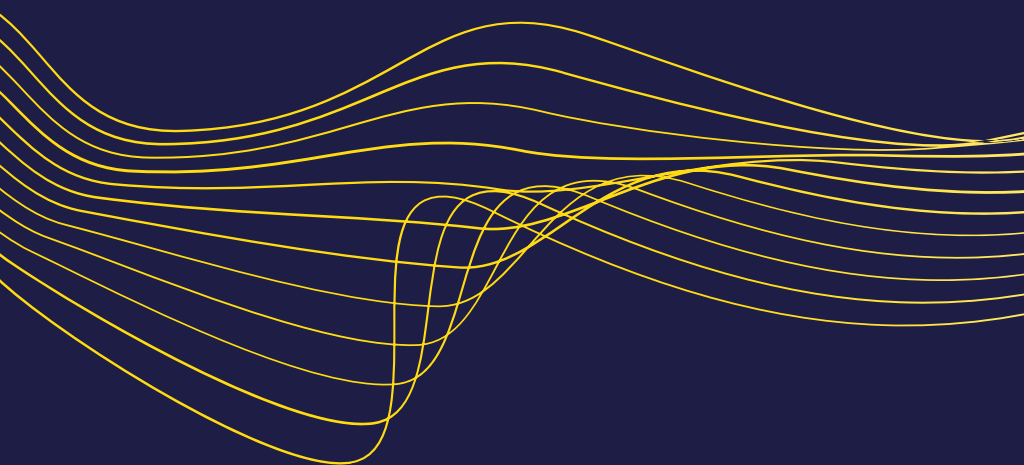
The body of your CV should be between 10 and 12 point font. Headings between 14 and 18 points. Keep your page margins around 2.5cm, but never reduce them to less than 1.27cm

Saving Your CV

Unless it specifically states that PDFs are accepted, play it safe and submit your resume as a Word document. This is to ensure compliance with ATS.



WRITING YOUR CV



LET'S GET STARTED

Writing your CV.

We'll now walk you through, section by section, how to write and design a well-formatted CV which effectively demonstrates your experience.

It is important to know that there isn't strictly a "right" or "wrong" when it comes to CV layout. However, there are best practices to stick to.

Some sections are important to include, no matter the design you choose. These are highlighted below in yellow.

1. Your Details

2. Profile/Objective

3. Key Skills

4. Professional/Work Experience

5. Education & Qualifications

7. Hobbies/Interests

8. References

(Essential elements to include)

1 . Personal Details

It's essential to include your name, shortened address, phone number and email address here.

Information such as nationality, age and driving licence status is optional and in the UK, not required. If your LinkedIn profile is up to date, it can be a good idea to include a link here as well.

Titling your CV as 'CV' at the top is optional. The examples below include 'your name' in a slightly larger, **Bold font**, forming the document title. Centring the writing can be aesthetically pleasing, but also optional.

EXAMPLE:

Forename Surname - CV

Town, Country

01234 567890

name@example.com

<https://www.linkedin.com/in/alistairmarriott/>



OR

EXAMPLE:

Forename Surname

Professional Title

Town, Country

01234 567890

name@example.com

<https://www.linkedin.com/in/alistairmarriott/>



2. Profile/Objective

This section should outline your background and what you are looking for. This statement should be concise and give clearly an idea of your experience and goals. A well-written profile can grab the attention of the reader and encourage them to read further.

Length

Around four sentences in length is acceptable, and no more than six. Aim for between 50 and 200 words.

You should consider the following questions:

- Who are you?
- What can you offer the company?
- What are your career goals?
- What are your key skills?

EXAMPLE:

PROFILE

In your personal profile, you should provide a summary of your abilities and skills. You should include tangible details of the skills you can offer your future employer. Include how those skills and your experience combined can help them.

Expand on your specific industry experience you have and the transferable workplace skills you now have. If you have any major interests that you pursue outside of work, you can mention them here.

You can choose to write in the third person which, if done well, can appear more objective.

Alternatively, you can write your statement in the first person which can come across as personal.

Recent Graduate?

Are you a graduate with only a little professional experience?

Highlight the fact you've got a degree and outline the career path you'd like to follow. If however, you've managed to secure an internship or any part-time work, mention the transferable skills you attained.

To avoid coming across as obnoxious, we'd suggest writing in the first person.

Not all jobs allow you to include a cover letter. Your profile allows you to quickly summarise your professional situation and why you have the skills for the job.

EXAMPLE 1



I have recently graduated from Exeter, a Russell Group University with a 2.1 in Engineering. I'm seeking a graduate scheme in the manufacturing sector so I can apply what I learnt. I am open to roles in France as well as the UK as I also speak French at B2 level.

This is a lot better than the generic statement below:

EXAMPLE 2

"I am a confident, motivated and punctual..."



3. Key Skills

Adding a key skill section is certainly not mandatory but can be beneficial if you're truly an expert in a particular field.

It can be a great way to quickly demonstrate what key skills you possess at a glance. This is why we suggest placing it near the top of the CV, underneath the profile/statement. You should aim to detail two to four abilities at most.

EXAMPLE 1

KEY SKILLS

Leadership

At Google I managed a team of 10 Analysts, including 6 offshore.

Communication

I set up Monday.com for my team to communicate more effectively.

Business Development

I was responsible for bringing in £200k in new business in 2020

Bilingual

I B2 certified in French and A1 in Spanish - I use both languages daily at work.

EXAMPLE 2

KEY SKILLS

Leadership: At Google, I managed a team of 10 Analysts, including 6 offshore.

Communication: I set up Monday.com for my team to communicate more effectively.

Business Development: I was responsible for bringing in £200k in new business in 2020.

Bilingual: I B2 certified in French and A1 in Spanish - I use both languages daily at work.



You'll notice that in each skill, we use an example to back up the claim.

4. Professional Experience

Your professional experience or work experience (title dependent on if you've held full-time employment or internships) is where you outline what you've learnt in each of your jobs.

It's likely hiring manager will skip straight to this section when reviewing your CV, so make sure it is particularly well written and clear.

Consider the following when writing your experience:

- Outline what your company does (sector, mid-tier firm or startup etc.). One line should be sufficient.
- List your experience in reverse chronological order - your recent role is the most relevant to the employer so put it first (at the top).
- Use a short, concise & engaging writing style.
- Use bullet points, rather than long sentences.
- Use as many tangible examples as you can. Show projects you have experience working on and quantifiable accomplishments.

EXAMPLE

PROFESSIONAL EXPERIENCE



'Company Name' - 'Job Title' (dates worked)

Outline what the company does and what sector it's in.

- Key experience you acquired in this job.
- Responsibilities of the role.
- Examples of projects you've worked on.
- Key skills you've learnt in this role.
- Challenges you overcame.
- Use % or figures for achievements where possible.

5. Education & Qualifications

Some jobs will have minimum education requirements to apply. As with everything in a CV, clarity and readability for this section are key.

Education should be listed in reverse chronological order. You should include the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved.

A proposed format is the one below.

EXAMPLE 1

EDUCATION

University name – degree name - dates attended (from – to)

- Add degree classification, detail on modules, specialisms, projects, papers etc.



EXAMPLE 2

EDUCATION

University of Bristol - BA in Maths & Accounting (2011 - 2015)

- 2.1 achieved with a 1st in my dissertation.
- Industrial placement year with EY's Audit team in Singapore.



EXAMPLE 3

School/college name - dates attended (from – to)

- Qualification – Grade
- Qualification – Grade
- Qualification – Grade



7. Hobbies and Interests

This section offers the interviewer a more rounded picture and perhaps, something more personal to discuss in an interview.

Often, hiring managers will print your CV and have it with them in the interview, so feel free to talk about some of the less common skills or hobbies you have!

EXAMPLE

INTERESTS

List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive. Such as competing in contests, fundraising, volunteering, travelling or playing sports.



8. References

Short answer: Do I need to provide details of my references in my CV?

No.

It isn't advised to put the contact details or even the names of the people who make up your references in your CV. Usually, references will only need to be contacted or provided when you're at the offer stage.

You may be thinking 'I want to include references to come across as more transparent and honest'. I mean, if you've received great references, you want to show them off, right?

Our opinion is that the drawbacks of including details of your references in your CV are greater than any benefits they may provide.

DRAWBACKS:

- 1** - You'll be circulating personal information to complete strangers. No-one wants unsolicited phone calls, especially if it links back to you.
- 2** - Providing references is also a waste of precious space. If an employer or interviewer wants that information, they will ask you for it.
- 3** - They're simply not needed at the early stage of an interview process.
- 4** - If you want to include reference details to show a hiring manager where you sit within the hierarchy of the team, you can include this as a bullet point in your employment details section.

EXAMPLE

'I reported into the director of the private client tax team'

When the time is right, how should I provide references?

If this is your first job, it's a good idea to nominate university tutors or mentors when the time comes.

You'll need to choose references that you're confident will provide you with a positive comment. Give them the heads up you're using them and always ask permission. The same advice goes for anyone mid-career.

Additional Tips:

If you've developed great professional relationships with colleagues or old line managers it can be a useful and extremely beneficial to request a *formal* reference that you can include on your LinkedIn profile. JobVite surveyed a large number of recruiters and found that 87% use LinkedIn to screen or find candidates.

Alistair Marriott
Helping U.S. tax professionals secure great jobs.

Add profile section ▾ More...

Recommendations

Received (8) Given (1)

Hannah Nelson (Hörnris)
MSA, US Senior Tax Associate at US Tax & Financial
January 20, 2021, Hannah was a client of Alistair's
Alistair helped me secure an offer quickly and efficiently and then continued to help me navigate the delayed start, due to COVID-19, while communicating with both myself and my employer. Alistair and I worked together much longer than originally anticipated, but I never felt like I was out of ... See more

John York, CPA
Tech and taxes
October 15, 2020, John was a client of Alistair's
Alistair is the first recruiter I've worked with. I'd recommend him to any CPA looking for work in Europe. His upbeat, non-intrusive style help put my mind to rest. It's very reassuring knowing that, on any given day, he is working on my behalf behind the scenes. Every week or two, he checks in with new opportuniti... See more

Karen Jones
Tax Compliance Specialist - Chartered Accountant, ACFE member
November 28, 2019, Karen was a client of Alistair's
Alistair contacted me via LinkedIn based on my skills match for a US tax position. He took the time to understand both sides of the recruitment equation (employer & employee) & this was much appreciated. He was very supportive & positive throughout the whole process. A very professional approach.

Mikolaj Niedorezo
System Analyst/Project Manager
March 28, 2018, Mikolaj was a client of Alistair's
Alistair helped me secure a position with Bloomsbury Publishing, and was a pleasure to work with throughout the process. Really responsive and attentive.

Ask for a recommendation ✎

Message

Summary:

Keep your references to yourself until requested by your recruiter or hiring manager.



"Give your references plenty of time to write the letters. You should be thinking well in advance about which individuals you want to write recommendations." - Course Hero

9. FULL EXAMPLE CV:



Forename Surname - CV

Town, County

01234 567890

name@example.com

<https://www.linkedin.com/in/alistairmarriott/>

PERSONAL PROFILE

In your personal profile you provide a summary of your abilities and skills. You should include some tangible details of the skills you can offer your future employer and how those skills and your experience can help them.

Expand on your specific industry experience you have and the transferable workplace skills you now have. If you have any major interests that you pursue outside of work, you can mention them here.

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EDUCATION & QUALIFICATIONS

University name – degree name - dates attended (from – to)

- Add degree classification, detail on modules, specialisms, projects, papers etc.

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List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports.

REFERENCES

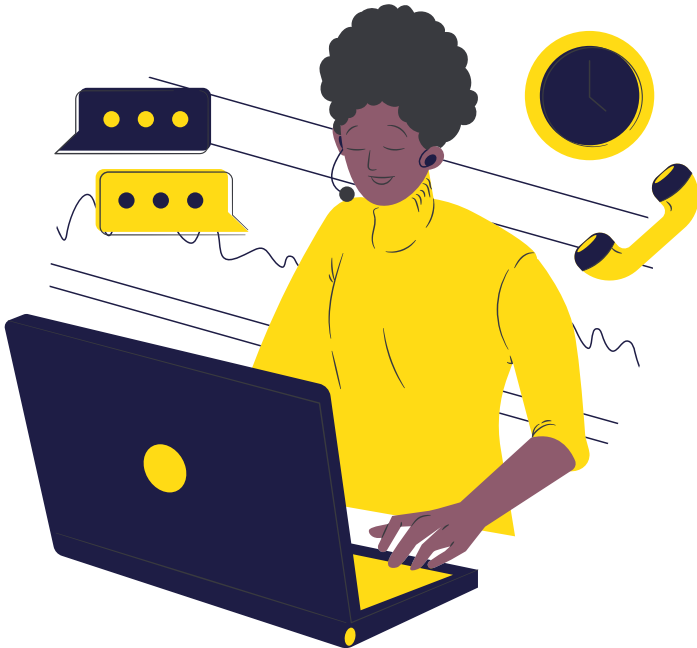
References are available upon request.

CV DESIGNS

I want to stress that there is no single CV design that works for everyone. What we've discussed here is simply a guide and each design will need to be altered depending on your circumstance.

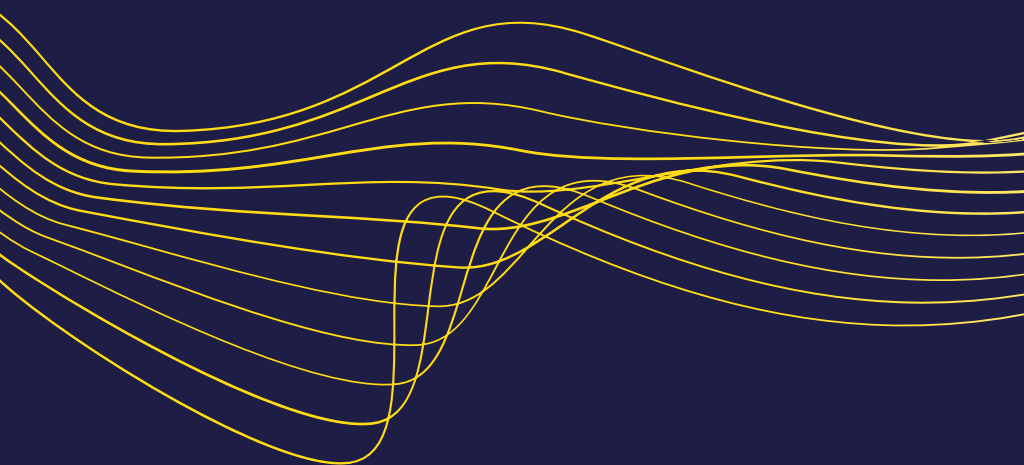
If you want to discuss what CV design may be most suitable for you, have a look at our CV services.

[HTTPS://WWW.BLACKDENCONSULTING.COM/SHOP](https://www.blackdenconsulting.com/shop)





ADDITIONAL ADVICE



ADDITIONAL ADVICE

Running out of *space* on your CV? Here's what to do.



The tips below are only there if you've already tried to keep your CV content as concise as you can.

1 - Try narrowing the margins or removing some of the footer. Don't go too far and make your margins ***much*** smaller than the 2.5cm as previously recommended. A small margin change can generate a lot more space.

2 - Secondly, try reducing the font size. There isn't much wiggle room with doing this, but a small change can also help. Ensure you don't reduce your font size below 10 or 9 at a push or no-one will be able to read it without straining their eyes!

3 - The education section can usually be shortened. Try putting your grades into one line. For example, you might write your GCSE results like this:

EXAMPLE

10 GCSEs (grades A-C) including C in French and B in Maths.

5. What your company does.

Make it easy for a hiring manager to know what your company does. Is it a consultancy? Is it a start-up? Include a brief line outlining this on your CV.

6. Education.

Do you meet the minimum educational requirements set out by the client? Often a client uses educational requirements to reduce the candidate pool. Make your education section clear and easy to navigate.

7. Numbers.

Hiring managers like seeing quantifiable achievements in a CV - use them where possible. Figures provide evidence into what return on investment you can offer a company in the position you're applying for. Have you reduced costs? Have you increased a campaign ROI? You can, for example, include percentages of targets achieved or the time taken to deliver a piece of work or project. Often metrics are available from the CRM.

8. Location.

A recruiter will check if a person either; directly mentions they're '**available to relocate**', or whether they already live in a commutable location to where the job is.



In short, what makes a great CV?



AUTHENTICITY

Whilst CVs are not legal documents, if a hiring manager or recruiter picks up on lies, you'll be rejected immediately.



WRITING STYLE

Ensure your CV is grammatically correct, has an easy to read font and has an engaging writing style.



FORMAT

Ensure the CV flows well, the sections are clearly defined and that it follows a format widely seen in the industry.
Don't reinvent the wheel.



LENGTH

In general, a CV shouldn't be longer than 2 pages. More experienced individuals shouldn't go past 3 or 4.

What are the most common mistakes you find in a CV?



When a candidate states at the top of the CV they want to work in another sector or job than the one they have applied for.

Poor overall CV presentation. It suggests apathy to looking for a new job and says they're not committed to the recruitment process. Unclear CV design, downright weird photos or spelling mistakes are included in this list.



In the UK, including a photo. In Europe and elsewhere, it is customary to use a professional 'head and shoulder' photo but not in the UK.

Overusing *italics*, **Bold**, CAPS & underlining. They're more impactful if used sparingly.



Using difficult to read typefaces. Stick to 'Calibri', 'Arial' or 'Times New Roman'. They're easy to read and don't distract the reader.

Getting your CV ATS Ready

Applicant Tracking Systems (ATS) are often the first thing to scan and potentially reject your CV. Up to 75% of CVs are scanned by these 'robots' before they're even seen by human eyes, designed to whittle down the pile of CVs to a manageable number.

Here are some tips to increase your chances that the software selects and accepts your CV.

1. **Keyword search.** Use words in your CV that are commonly used to describe your industry and job.
2. **Job titles.** Use industry-standard job titles in your CV when describing your experience, particularly if your internal job title isn't widely used.
3. **Format.** Using creative CV formats risk the chance the writing can't get picked up by the ATS. Don't include writing in the footer or header.
4. **ATS software favours a clear information hierarchy.** Format your headers, employer names, employment dates, etc. consistently.
5. **PDF/Word.** Unless it specifically states that PDFs are accepted, play it safe and submit your resume as a Word document.

"Make sure that you review the job description before submitting your resume - make note of the required and 'nice to have' skills on the job description then highlight the keywords that are associated to those skills and make sure that they are used exactly on your resume when describing your experience,"

- Geoff Webb, a leader with Aon Hewitt's global RPO team

HOW CAN YOU MAKE YOUR JOB APPLICATION STAND OUT?

On average, each corporate job opening for a US firm receives 256 applications for every 1 available position. Understanding how to yourself apart from other applicants can seem daunting.

Yes, writing a great CV will help you considerably, but even getting your CV to the front of a busy hiring managers eyes can be difficult.

These tips intended and applicable for direct applications.

EXAMPLE:

- **Approach 1:** If you're applying for a job directly, try emailing the hiring manager directly. You'll often find the hiring manager's email on the company's 'about us' page. Emailing the hiring manager responsible for the role is an effective way of getting your application to the front of the queue.
- **Approach 2:** Send the hiring manager a LinkedIn request and introduce yourself. Be confident and direct with your connection message stating your interest in the team and company.
- **Approach 3:** Ensure you have an updated LinkedIn profile and state what you're looking for in your LinkedIn title. E.g. IT Project Manager - Prince 2 Practitioner - Agile Advocate. Then use the 'immediately available' or 'actively looking' function on LinkedIn to stand out.
- **Approach 4:** Write articles on LinkedIn about topics that are trending in your industry - you'll draw attention to people as an expert in that field.
- **Final Advice:** Keep an Excel spreadsheet which includes the status of your interviews and job applications. When a company or recruiter phones you regarding your application, you'll be able to know exactly which application they're talking about and what stage you're at. This can help male a great first impression.

EXAMPLE:

| Company | Job Title | Salary Outlined | Link to Job Advert | Application Date | Contact Name | Response? | Interview Stage | Interview Time, Date & Interviewer Details | Offer? |
|---------|-----------|-----------------|--------------------|------------------|--------------|-----------|-----------------|--|--------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Sending your CV via email

If sending your job application via email, the employer should let you know specific application instructions in the job advert. This should include what to write in the subject line and in which format to attach your CV.

You need to ensure you follow these instructions. If you don't, the employer may assume that you can't follow simple instructions and are apathetic in your job hunt.


If you don't find specific instructions, we've offered our suggestions below.

Email subject line

In the subject line of your email, write your name, the job title on the advert and the reference number of the job posting.

EXAMPLE:

Subject: John Smith - Marketing Assistant (REF 136471)



The body of the email

If your prospective employer has only requested a CV as an attachment, then use the body of the email as your cover letter. Copy your cover letter into the body of the email. Tell them why you're applying, why you think you're a good fit for the role and some relevant information you researched on the company. Be specific and genuine with your reasons.

Sending and attaching your documents

The file name should outline your name and outline whether the document is a CV, cover letter or reference letter. For example: 'Alistair Marriott - CV' or 'James Bond - Cover Letter'.

I've submitted my CV but not heard back. What can I do?

If you're applying to jobs that are relevant to your skill-set and seniority, but not hearing back, there are several common reasons why this may be the case.

ATS



If you've not used keywords in your CV which are common in your job and industry, it's likely that your CV won't pass the ATS (Applicant Tracking System). Look at the job specification and include relevant terms.

STATEMENT/PROFILE



Your statement may not be addressing your target audience's needs. Go back to our personal profile section and rewrite it.

TAILORING



You're not tailoring your applications to individual jobs. Submit fewer applications and spend more time on each.

STRUCTURE



You may not be following a logical CV structure. Try and use the structure we've proposed. Clearly define the start and end of each section and write in an engaging manner.

TIME



Give yourself some time! Getting rejected by several companies is normal. Don't lose track of why you're leaving your current position, and keep up the job search momentum!

Don't waffle.

Keep your points concise. Use bullet points and don't drone on.

Action verbs.

Using action words instead of empty and meaningless adjectives. This SHOWS what you've done.

Example: "I've trained people and have lead teams of 3" instead of "I have great leadership skills"

RECRUITER TIPS

Numbers.

Try and use quantifiable achievements. Use figures or percentages to demonstrate this.

"I've reduced team costs by 20% in 2019"

Job Keywords & ATS.

Don't forget ATS. Make sure to use industry-standard job titles and key-words that are written in the job description.

**WE HOPE YOU BENEFITTED
FROM READING OUR CV
GUIDE.**



**DO YOU STILL NEED HELP?
EXPLORE OUR CV SERVICES.**

[BLACKDENCONSULTING.COM/SHOP](https://blackdenconsulting.com/shop)



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