# TASK
RECRUITMENT LTD

TOP TIPS TO A SUCCESSFUL CV

CREATING A SUCCESSFUL CV CAN BE ONE OF THE MOST DIFFICULT CHALLENGES WHEN LOOKING FOR A JOB.

The harsh reality of a CV is that many employers scan a CV for only a few seconds before deciding if it is for the 'Yes' or 'No' pile.

There is no 'one size fits all' solution for a successful CV, however, it should always be 'short and sweet', clearly formatted and most importantly, customised to the job/position you are applying for.

Unsure of how to begin with creating a CV? Here are just a few of our **tips for writing a CV** that will make you stand out.
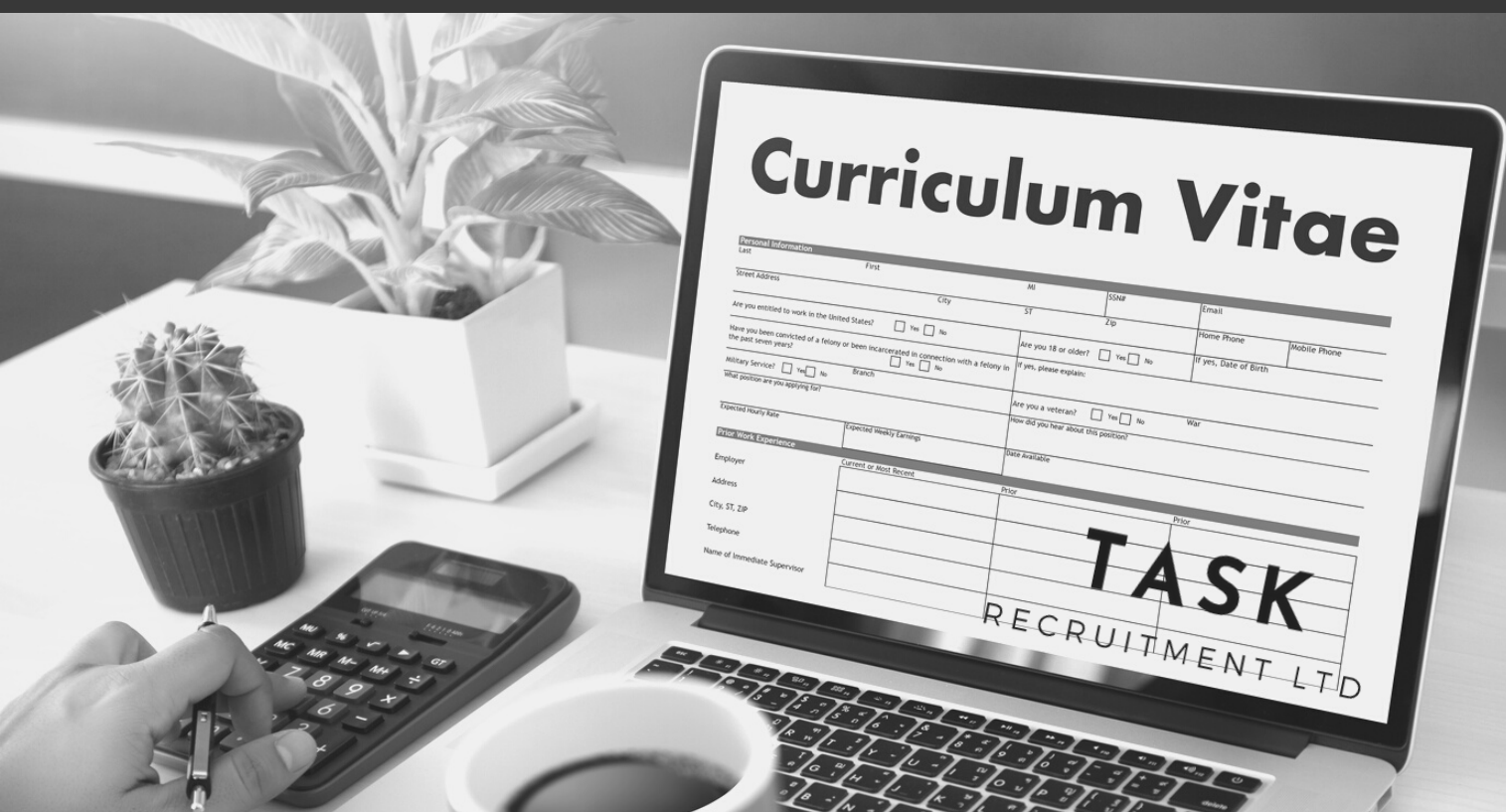
A FEW OF OUR TOP TIPS

THE SUMMARY

The summary section of your CV is possibly the most eye catching for an employer. It should be a short description which highlights your professional goals and what you will be able to bring to the table. It's usually around 50 to 200 words, however, if you feel that there is more to write about, save it for your cover letter.

IF YOU HAVE EMPLOYMENT GAPS, EXPLAIN WHY...

If you have taken time out to travel, study, complete a personal project, or even due to illness; be transparent and include it on your CV. Employers will be suspicious if there are unexplained gaps, so just be honest. Time spent outside of work can often involve plenty of skills so you can always put a positive spin on a career break description.

ALWAYS USE PROFESSIONAL LANGUAGE

Your CV should be a gleaming example of your written communication skills. Ensure that you write in a consistent professional manner, constructing your sentences properly using wide vocabulary.

BE CREATIVE

Get creative with your CV by taking some time out to make it stand out compared to others. There are lots of free templates online to help you with this! Leaving white space between different categories will allow the layout to be easy on the eye and by using bullet points keeps sentences short, keeping it simple for the employer to read.

TAILOR YOUR CV

We have all been there and done it! It is quick and easy to fire the same CV out to lots of different employers saving you a lot of time! Take the time to change your CV for each job role you apply for, and make sure you research the company, using the job advert to work out which of your skills are most relevant to them.

KEEP IT STRAIGHT TO THE POINT

Employers don't want to spend any longer than a minute reading a CV. Keeping it real and straight to the point will catch the employers eye! Save those niggly little details for the interview!