



Resume Writing Tip Sheet

The CV (resume) is an essential part of the recruitment process for any employer. Introducing candidate to company for the first time means it is instrumental in creating a relationship that could be beneficial and long-lasting for both parties, whatever the industry.

Despite an unstable world and rapidly accelerating changes in the employment sector, the CV remains resilient. LinkedIn may now play a key role in how employers and applicants connect, but the importance of a quality CV that clearly illustrates suitability for a role still endures.

The enigma of creating the right CV that advertises a candidate, helps unlock their potential and finds them the job to make their career dreams come true is a constant source of anxiety for job seekers. The resulting morass of articles and templates online has made finding the right answers a complex task.

CAREER TRANSFORMATION

The foundations of skilled CV writing encompass several distinct elements. These guiding principles can help take the pain and confusion out the creation process and be the difference between catching a recruiter's attention and a CV finishing in the recycling bin.

Quick fixes when time isn't available for re-writing:

- Limiting the length to two pages to significantly increase the chances of it being read. Avoid a life story and focus on career highlights as they relate to the job description.
- Asking a friend or associate to proof-read a CV for grammatical errors or spelling mistakes to ensure they're 100% accurate and avoid the CV being immediately discarded.
- Remove references, hobbies, and personal details to streamline the document and improve flow.

Creating a CV that will be read by the key decision-maker when faced with a stack of CVs of hopeful applicants:

- Recruitment professionals want to see evidence of skills and achievements, so the traditional reverse chronological list of roles and responsibilities no longer works.
- Keyword rich wording to illustrate an understanding of the job description. Hiring staff commonly do not work in the areas they are hiring so include words they are looking for.
- Graphics, colours, diagrams, and other creative elements should be used solely for creative roles.

The ideal style and format for a CV after discussing the finer points of CV writing with career coaches and head-hunters of renown:

- Concentrate on content above all else. There are differing views on how a CV should look and the ordering of roles, but the information contained is of the most importance.
- Use a font, layout and spacing that are easy to read and make good use of the white space in a document.
- Start CVs with a brief profile, or branding statement that includes key skills and accomplishments that highlight the value a candidate will add to the position or business.

The best way to navigate the Applicant Tracking Systems (ATS) used by the majority of under-pressure employers. These automated recruitment processes are flawed but here to stay:

- Start all work experience with the company name and position, followed by the dates as ATS focus on company names first.
- ATS allow for longer CVs so extended work experience is worth including to ensure all key points and keywords are picked up.

- Avoid diagrams and graphics as an ATS is unable to identify them. They should be accompanied by text to explain the information stated if they must be included.

The greatest insight gained from discussions with HR Hiring Managers, a point that's often overlooked:

- Too many candidates apply for positions they are simply not qualified for and so waste their own and the recruiter's time.
- HR managers are unable to commit resources to detailed reviews of all CV applications to deduce where a potential candidate would fit into an organisation.
- Candidates must carefully read job descriptions and associated requirements to ensure their CV addresses the skills, experience, and qualifications that employers are seeking.

The relevance of a standard CV in an evolving job market where employers will now review an applicant's social media presence:

- The CV is still an integral part of the recruitment process despite the presence of LinkedIn that's used by more than 87% of recruiters at some point during the hiring process.
- Even when a position is sourced via networking or social media, companies will still require for a CV to be uploaded to their ATS for reference and HR purposes.
- The majority of companies use an ATS to store and score CVs and are not currently adapting to accept LinkedIn profiles, so keeping the CV alive and kicking.

IMPORTANT

And the key question of whether there is, in fact, a perfect CV. The answer is a resounding yes! This has little to do with layout or format, and everything to do with content. The perfect CV is where skills, experience and achievements best support a candidate's career direction.

Feel free to contact me if you need help in demystify the world of CV/resume writing!

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'Your path to career success'

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