

## WHAT MAKES A GREAT CV?

Your CV is your marketing tool that clearly demonstrates evidence of the skills and qualities you possess, it represents your personality as well as your skills.

**Your primary objective when writing your CV is to create one that will make you stand out from other applicants, it's your sales tool to get you through the door! Remember that a potential employer will only spend 30-60 seconds reading about your life history, so your CV needs to make an instant impact. Remember an over-complicated CV may not get a first glance.**

Your Gi Group consultant will be happy to advise you on CV content and layout, but there are a few initial pointers below to get you started.

It is generally recognised that CVs include the following sections:

- Personal Details
- Personal profile/career objective (ideally less than 50 words)
- Qualifications, Education & Training
- Experience (only elaborate where relevant to the role you are applying to)
- Positions of responsibility/achievements/interests
- Referees

CURRICULUM VITAE



### PRESENTATION IS VITAL

Use only one typeface, such as Arial, use upper and lower case letters, make sure headings are consistent and keep to your margins. For some creative roles, an alternative approach may be appreciated but keep it original and professional.

Your professionalism and motivation are demonstrated by your spelling, grammar and attention to detail.

How effective you are with regard to written communication and decision making is demonstrated through a well targeted CV that interprets and prioritises your experiences.

A CV should be three pages maximum, single-sided, printed on quality paper and with NO grammatical and spelling errors (watch out for American spell-checks on PCs, they can catch you out).

# CV LAYOUT TIPS

## 6 STEPS TO A SUCCESSFUL LAYOUT

Your CV is a very important document and needs to represent you in the best possible light and should focus a potential employer on your skills and experience which are relevant to the job.

A potential employer wants CVs which are clear and easy to read. Having the correct layout will lead them through your worklife history in a clear and concise manner.

### STEP 1

Put your name in the header and your contact details in the footer.

Why? If the company photocopy your CV to pass to colleagues and they have several other CVs, this ensures that all the pages of your CV are easily identifiable.

### STEP 2

Start with your personal profile.

This is your opportunity to make a good first impression. It should highlight your key features including your career objective. It should be punchy and precise and relevant to the position you are applying for.

### STEP 3

Follow on from your personal profile with your specific work related qualifications.

Include languages, IT and driving skills, if relevant to the position.

If your qualifications are general and/or academic and not relevant to the job, then put them after your Work Experience.

### STEP 4

Your work experience should come next, starting with your current or most recent job and going backwards chronologically.

Describe areas of achievement as well as responsibilities

Only elaborate on previous work if it's relevant to the role you are applying for.

Include any voluntary or work placements which show the quality of your experience and/or skills, whether it was through paid or unpaid work.

Don't undervalue yourself, this is your opportunity to demonstrate that you have gained the skills and experience which this employer wants.

If you don't have any specialist skills or relevant experience emphasise transferable skills such as

- Communication skills
- Planning & organising skills
- Ability to work with others
- Ability to work under pressure

Don't include any negative comments regarding past employment or past employers.

### STEP 5

If you haven't already mentioned specific qualifications, here is the place to list your general and academic qualifications.

Don't include poor grades or failed exams.

### STEP 6

Finish with your Personal Summary which could include:

- Contact details
- Having a driving licence
- Membership of relevant clubs or societies
- Relevant interests
- Any other relevant information

For more information:

[infouk@gigroup.com](mailto:infouk@gigroup.com)  
[www.gigroupuk.com](http://www.gigroupuk.com)

 @GiGroupUK

 GiGroupUK

 GiGroupUK