

O C T O P U S
P E R S O N N E L

Talent Support

TOP TIPS FOR THE PERFECT CV



Send us your CV at enquiries@octopuspersonnel.co.uk for expert personalised feedback



Writing the perfect CV

A simple guide to an effective CV

Remember: your CV is your key marketing tool

When writing your CV, the question you need to keep firmly in your mind is:

“What do prospective employers need to know about me to demonstrate my suitability for their vacancy?”

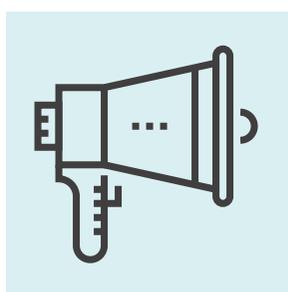
Your CV should be no longer than two pages and split into four sections, as follows:



1. Personal Details

Name
Address
Telephone
Number
email address

Don't include your work phone number or email address. Use your own personal email address or create a new professional account specifically for your job search. Be sure to put your mobile phone number on your CV.



2. Personal Profile/Personal Statement

4-6 lines regarding who you are and what you want in business terms. Bear in mind that a CV gets only 30 seconds' to impress! This section should grab the readers' attention, ensuring that they read on. Really focus on your key skills and let the prospective employer know why you are looking for your next challenge.



3. Work History/Employment History

This should be in the order of the most recent first and continuing back in time through your work history. You need to sell your skill set and what you have to offer that has been applied in your current and previous positions. For example:

January

2002 – Present date: **Name of Company:** **Your position:**

Below you need to add a bullet point list of your areas of responsibility. These might include: Delivery of excellent customer service, Logging in data onto stock control system, etc.

Do not leave any gaps in your career history. Account for any periods of unemployment, including career break, family commitments, gap years and travelling.



4. Education/Training

Put most recent/relevant first:

Year: **Qualification:** **Grade:**

When completed, please email to enquiries@octopuspersonnel.co.uk