CV PREPARATION

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Here at Austin Rose, we are here to support you through every step of your career. The consultants at Austin Rose are experts in creating exceptional CVs so are able to help you develop one that best represents your experience and personal career aspirations. Whilst you should speak to a consultant before finalising the content, our experienced specialists have put together this in-depth guide that covers the structure, wording and relevant details that are necessary to construct a successful CV.

A CV is the first opportunity that you have to impress a prospective employer and make a positive first impression. Therefore, it plays a key role in securing you an interview for your ideal job.

Key Tips

The formulation
- **Dedicate time** - Make sure your CV is good quality as it is the first form of contact that an employer has with you
- **Tailor your CV to each specific role -** Every role and workplace will be looking for different qualities and experience. Closely read the job description and company values, and then include related achievements

Wording and language
- **Clear and concise language** - Avoid trying to impress the recruiter by using overly complicated language
- **Use silent first person -** use first person tense but omit the pronoun (such as I and we)
- **Facts only** - State only facts and avoid wording your CV like an opinion
- **Positive language** - Use positive action words, such as increased and solved
- **Avoid specific jargon** - Be careful not to use jargon that is only used by your current/previous employer

Structure and format
- **Make it a suitable length** - Aim for the CV to be one to two pages long, three at most if it's for a technical and specific role
- **Use simple fonts** - Use a standard, professional font and stick to using just one
- **Choose a suitable font size** - The most suitable font sizes are around 10/11 for the body text and 12-14 for the headings
- **Keep the colour scheme simple** - Try to avoid the use of decorative font colours or graphics as they can cause the document to appear unprofessional
- **Separate the text** - Having different sections makes sure all relevant information is organised and easy to find. Use headings for each section, keeping the sentences short and punchy, and use bullet points in lists
- **Prioritise your strengths** - Have the more relevant and impressive information structured towards the top in order to create a better first impression. Employers will have a lot of CVs to look through so will be more likely to discard a CV if they read irrelevant information first

Content

- **Sector specific** - Your skills and experience should be tailored to the specific sector that the role is for. If you don't have direct experience in that field, try and include information that could still be considered relevant. We can discuss specific things to add for your chosen specialism
- **Accuracy is important** - Make sure that all the content is accurate and up to date. More employers are running background checks and if any information on your CV is incorrect it is likely the employer will find out
- **Languages** - Mention any language capabilities and fluency, as it is an impressive skill to possess, but be honest and don't over exaggerate!
- **Software systems** - List all software and systems packages that you have had exposure to, particularly if you have any experience of implementing the system or have taken on a role such as "super user" or trainer. Find out what system the employer uses and put this first if you have experience using it

Finalising your CV:

- **Proofread** - Once you have completed your draft, make sure to proofread it. When doing this, check for spelling and grammar errors, as well as errors in dates. You should also get someone else to look over it to double check
- **Don't just look for mistakes** - When proofreading you should also aim to replace overused words, repetitive phrases and common CV cliches
- **Final steps** - we recommend that you save the CV in MS Word format and that you remove any passwords. However, it is vital that you follow the employer's submission requirements, particularly the format in which it needs to be submitted

Click here for our Successful CV Template

We hope this guide helps you when putting together your CV. If you have any queries after reading this, our consultants are on hand to help with putting together a CV tailored to you and to assist with your job search. Please get in touch!

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