

WRITING A SUCCESSFUL CV

As a Civil Service organisation, we operate a 'fair and open' recruitment process, based on meritocracy, and a high-quality CV is essential for showing us you're the best person for the job.

Following our top tips will give you best chance of success in your application!

Design

- ▶ The secret behind an effective CV is to keep the design simple and concise.
- ▶ Limit your CV to a maximum of 2-3 pages.
- ▶ Understand the job advert and tailor your CV accordingly.
- ▶ It's a good idea to begin your CV with a personal profile followed by your key achievements, education, relevant experience, and applied skills and knowledge.
- ▶ Your CV should be in reverse chronological order, starting with your current or most recent employer's name, dates employed, and position held, and write your duties and achievements in bullet point format for easy reading.

Checks

- ▶ Read through your CV several times to eliminate any errors
- ▶ Check for any acronyms or references that aren't commonplace and may be misunderstood
- ▶ Look out for spelling, grammar and formatting mistakes, ensuring consistency of fonts, tense, and indentations

Key tip: *Ensure you demonstrate clearly how you meet each of the Essential Criteria, and include any experience relating to the Responsibilities listed on the advert.*

Layout

- ▶ Personal details
Name, address, telephone number(s), email address.
- ▶ Personal profile
Profiles should be short, they should say who you are and outline your skills in relation to the job advert, while highlighting your career aspirations and what you're looking for.
- ▶ Key achievements
List the achievements you're most proud of, such as awards won, projects successfully completed, targets smashed, and ensure they're quantifiable. Use this to highlight how you meet the skills and experience we're looking for, while giving an insight into how you approach different situations. Between three and five examples is best practice.
- ▶ Relevant experience
List the employers, dates and positions held with the most recent or current employer first. Always bullet point duties, responsibilities, and any specific achievements relevant to the role – What did you do? How did you do it? What was the impact?
- ▶ Applied skills and knowledge
Look through the job description and identify what specific skills and knowledge we're looking for so you can match these to yours. Detail your transferable knowledge and the extent of your experience.
- ▶ Education and qualifications
Provide brief details of qualifications, noting date, place, and grades obtained (if relevant), starting with the most recent. Include any affiliations or professional memberships. Unless specified in the Essential Criteria on the advert, omit or group any generic lower-level qualifications.

If you have any questions, the recruiter listed on the job advert will be happy to help.

Best of luck!