



# Job Hunting Advice

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Crafting a  
Compelling  
CV

## JOB HUNTING ADVICE

# Unlocking Your Full Potential: Crafting a Compelling CV

Your CV should be more than just a bland list of past job titles and responsibilities. It should be a powerful tool that showcases not just where you've worked but also **what** you can do, **how** you've done it, and **why** it matters.

In other words, it should not only reflect your experience and skills but also engage and inspire those who read it. Here's a guide to help you create a CV that stands out:

### The Basics - CV Format Checklist

- Use black ink on A4 white paper, with a standard typeface like Times New Roman, Arial, or Helvetica.
- Place your name at the top of the page—no need to waste space by writing 'CV.'
- Opt for font sizes of 10-12 for text and 11-14 for headings. Use capital letters and bold for emphasis.
- Avoid italics, underlining, shading, graphics, or unnecessary lines.
- Include keywords from the job description to make your CV more relevant.
- Present your achievements with clear bullet points and action-oriented language.
- Place date ranges (years at a company) on the same line.
- Use past tense and strong action verbs.
- Minimize abbreviations and keep it concise.
- Make your point quickly within the upper third of the page.
- Stick to a simple and clean look—no colored paper or fancy fonts.



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## Types of CV's

### 1. The Chronological CV:

This traditional format focuses on your career history and suits roles in the same field. Use the format checklist detailed above.

### 2. The Functional or Skills-Based CV:

Perfect for career changers or those with employment gaps, this format emphasises your skills and abilities. Rearrange your CV content so that 'Achievements' precedes 'Key Skills' and 'Career History.' Describe your functions and skills in detail.

## CV Content and Structure

### 1. Name and Contact Details:

Keep it concise with your name, email, and phone number. **Remember;** to exclude personal details like nationality, marital status, age, children, or health.

### 2. Summary/Profile:

Craft a compelling opening paragraph that highlights your key strengths and sets the stage for your career goals. Make it impactful, focusing on your experience and unique selling points.



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### 3. Key Skills and Achievements:

Regardless of the CV format you choose, ensure you detail your achievements under each heading. Use the STARS guidelines: Situation, Task, Action, Result, and Skills. Highlight achievements related to money, time, organisation, improvements, teamwork, client management, presentation, writing skills, flexibility, and training.

### 4. Qualifications & Professional Development:

Summarise your educational background and only mention specific university modules that are highly relevant. Highlight professional qualifications and courses related to the job you're pursuing.

### 5. Your Hobbies:

Use this section to inject some personality into your CV. Choose hobbies that showcase your interests and bring your character to life.

## A Word About Creativity

While creativity is valued, your CV's visual design doesn't need to be overly artistic. A clean and professional format is crucial, especially for automated CV scanning technology. Keep it simple for maximum impact.