



Want2get on?

Career Coaching

Fulfilling your great potential

Want2get on? is a unique career coaching service that offers 1:1 support for those who want to draw upon their Christian faith and apply it in a practical way to their job situation.

www.want2geton.co.uk

Tel: 07503 177126

charles@want2geton.co.uk

Ten Top Tips for A Winning CV

1. A two-page CV is best

A CV that is either too long or too short is cited as one of the main reasons for rejection of CVs.

2. Tailor your CV to the job

When you write your CV, make sure it contains words that relate to the skills, experience and qualifications that are required in the job. A CV that is tailored to a specific role will stand a far higher chance of being selected than a generalist CV, which is not focussed on the job. If you are applying for a variety of different jobs you may need to draw up several CVs.

3. Chose a format to impress

Make sure your presentation is perfect, avoiding grammatical errors and spelling mistakes.

4. Be conservative in your presentation

If you go over the top in your format it can put many employers off. Photos, coloured paper, creative fonts and humour can often lead to rejection of a CV.

5. Use 'power' words

Make sure that you use words that create an impression of power and achievement (see later in this section), and avoid repetition.

6. Don't include too much information

A CV isn't a place to write your life's history. If you include too much information it will crowd out the important facts that an employer wishes to know. The parts of your CV should include: a profile, achievements, work history and duties in job role, qualifications, and contact details (especially mobile phone number). You can mention at the end that references are available upon request.

7. Reverse chronological CVs are most popular with employers.

However, there are other formats, such as functional (where the focus is on your skills rather than on your work history) which can be very effective. Which format you choose will depend on your circumstances.

8. Highlight your achievements

It is critical that you highlight your achievements in your CV. A person who comes over as being successful will stand a better chance of being selected for a job interview.

Where possible, make sure that your achievements are quantifiable (e.g. you increased sales by 30% in one year) and you demonstrate how this related to your role.

9. E-CV's

Today, many employers and recruitment agencies prefer you to email your CV because it allows them to electronically scan the document for key words that contain information about your skills.

10. Covering letters

When replying to an advertised position, make sure that your CV is accompanied by a covering letter. Your letter should be brief and factual, stating how your skills match the role requirements, and why you would like to work for their organisation.

If you are sending your CV speculatively, your letter should explain more fully the reason for you contacting them, and clearly highlight how you could be an asset to their organisation.

The Different Parts of a CV

It is important to point out that there is no single best way to write a CV. The format we choose will depend upon our experience, skills and qualifications. A CV is a chance to highlight our strengths and downplay our weaknesses. The following list includes some common sections to be included in a CV.

1) Personal details

Full name, address and mobile / telephone number. Date of birth, nationality, gender and marital status are optional. This can be placed at the top of the CV or at the bottom.

2) Profile

Employers like a CV to start with a strong personal profile. This should be approx. four lines in length, and should highlight relevant experience and skills for the job you're going for.

3) Key Skills or achievements

Employers want to look for particular skills or personal qualities, such as the ability to use a computer keyboard, good organisational and communication skills (with business clients and colleagues), language skills, ability to use initiative, flexibility, teamwork and the ability to cope with pressure. When you apply for a job, make sure you look at the job specification, identify the skills required and clearly demonstrate in your CV that you have them.

4) Employment History/Work Experience

This section should include full-time / part-time work and voluntary work. For each job include the name of the employer, dates, job title and duties/responsibilities undertaken. Experience should run in chronological order (most recent job or work experience first). You could also include your achievements in this section – please see above.

People with a great deal of work experience, with similar employers, may want to list their jobs, the companies they have worked for and the dates and then explain all their work achievements in one section entitled 'Work Activities and Achievements'. Others may want to list all their work experience separately and list the duties in point form. Also, try to avoid unexplained gaps of time.

5) Education and Qualifications

School/College/University that you attended, starting with the most recent and working backwards. Include the qualifications you gained, with grades and dates. You can also include in this section any relevant professional qualifications that you have gained. If your education is stronger than your employment history then this should be placed first. Juggle the order of headings around to show yourself to your best advantage.

6) State that references are available upon request

Before sending your CV to a prospective employer, you must check your CV for spelling, grammar and layout carefully. Ask someone to look through your final copy to double-check for mistakes.

Action Words For CVs

The words that you choose to include in a CV will determine what sort of image you create about yourself, and is one of the keys to successful job hunting. The list below will help you chose effective words for your CV, which will have an impact on an employer.

Power words

Achieved	Communication	Co-ordinated	Delivered
Determined	Developed	Established	Identified
Improved	Initiated	Introduced	Investigated
Learned	Managed	Motivated	Negotiated
Obtained	Organised	Participated	Performed
Planned	Prepared	Proposed	Provided
Supervised			

Personal qualities

Able	Accomplished	Achieved	Adaptable
Articulate	Capable	Committed	Competitive
Conversant	Consistent	Diplomatic	Effective
Efficient	Enterprising	Enthusiastic	Experienced
Expertise	Flexible	Knowledge	Positive
Practical	Proactive	Proficient	Qualified
Resourceful	Skilful	Solely	Specialised
Successful	Tactful	Trained	Versatile

Resourcefulness

Achieving	Advancing	Awarding	Challenging
Continuity	Correcting	Diverting	Eliminating
Fulfilling	Initiating	Instigating	Introducing
Improving	Identifying	Pioneering	Prioritising
Progressing	Providing	Rectifying	Revitalising
Solving	Strengthening	Surpassing	Transforming
Targeting	Unifying	Widening	Winning

Public relations & human resources

Advising	Appointing	Balancing	Collaborating
Consulting	Counselling	Employing	Encouraging
Facilitating	Grouping	Guiding	Handling
Hiring	Integrating	Monitoring	Motivating
Recruiting	Sponsoring	Strengthening	Training

Advertising & promotion

Accounting for	Convincing	Generating	Improving
Influencing	Launching	Marketing	Persuading
Presenting	Promoting	Recommending	Representing
Securing	Selling	Trading	

Techniques

Acquiring	Analysing	Arranging	Applying
Budgeting	Cataloguing	Comparing	Compiling
Completing	Computing	Correlating	Decreasing
Distributing	Enlarging	Ensuring	Examining
Expanding	Generating	Increasing	Indexing
Improvising	Inspecting	Manufacturing	Providing
Purchasing	Raising	Redesigning	Reorganising
Restructuring	Reviewing	Revising	Scheduling
Systematising	Transferring	Translating	Utilising
Verifying			

Research & analysis

Automating	Accurately	Advancing	Amending
Classifying	Determining	Developing	Differentiating
Disseminating	Equating	Evolving	Experimenting
Interpreting	Investigating	Quantifying	Observing
Processing	Relating	Searching	Studying
Solving	Theorising		

Quantifiers & other useful words

Accelerating	Benefiting	Channelling	Combining
Concise	Doubling	Enriching	Excelling
Extending	Foundation	Gaining	Incentive
Key	Minimising	Maximising	Notable
Significant	Stretching	Substantially	Superseding
Tripling			

Technical & practical

Analysing	Assessing	Balancing	Built
Calculating	Constructing	Crafting	Creating
Delivering	Designing	Drafting	Drawing
Eliminating	Engineering	Evaluating	Joining
Manufacturing	Measuring	Operating	Processing
Printing	Programming	Relaying	Styling
Testing	Wiring		

Communications

Approving	Authoring	Counselling	Demonstrating
Disseminating	Documenting	Editing	Facilitating
Informing	Instructing	Interviewing	Mediating
Moderating	Negotiating	Participating	Presenting
Presiding	Reporting	Serving as	Writing

Handling of information

Analysing	Calculating	Checking	Communicating
Copying	Collecting	Collating	Comparing
Compiling	Composing	Computing	Creating
Designing	Detailing	Disseminating	Documenting

Filing
Preparing
Reviewing
Storing

Issuing
Presenting
Simplifying

Listing
Processing
Summarising

Organising
Recording
Systematising

Systems

Controlling
Designing
Implementing
Phasing
Recovering
Setting

Converting
Directing
Maintaining
Piloting
Repairing

Correcting
Driving
Manipulating
Planning
Restoring

Creating
Evolving
Operating
Producing
Running

Management

Administering
Authorising
Controlling
Enacting
Expanding
Initiating
Masterminding
Producing
Revising
Strengthening
Undertaking

Appointing
Commissioning
Co-ordinating
Establishing
Heading
Instituting
Obtaining
Reducing
Spearheading
Supervising

Attaining
Conducting
Deciding
Exceeding
Implementing
Maintaining
Organising
Repositioning
Stipulating
Trimming

Assigning
Contracting
Directing
Executing
Incorporating
Managing
Performing
Retaining
Streamlining
Turning Around

Negotiations

Assuring
Determining
Investigating
Sorting

Closing
Discussing
Negotiating
Stabilising

Collaborating
Evaluating
Mediating

Consolidating
Formalising
Proposing

Relationships with people

Assisting
Contributing
Encouraging
Liaison with
Recruiting
Supporting

Communicating
Delegating
Guiding
Motivating
Selecting
Training

Coaching
Directing
Instructing
Negotiating
Selling

Co-operating
Educating
Leading
Persuading
Supervising

Creativity

Arranging
Developing
Formulating
Packaging
Resolving

Conceiving
Devising
Innovating
Realising
Solving

Creating
Enabling
Inverting
Refining
Structuring

Designing
Enhancing
Originating
Reshaping
Visualising

Want2get on? is a unique career coaching service that offers 1:1 support for those who want to draw upon their Christian faith and apply it in a practical way to their job situation.

www.want2geton.co.uk

Tel: 07503 177126

charles@want2geton.co.uk