

10 CV Writing Top Tips

Below are some hints and tips to improve your CV and help make your application a more successful one. Hart Recruitment can help you with preparation, advice and support throughout the whole job seeking process and beyond.

#1

Length of CV

Present your CV within a maximum of 2 pages.

#2

How far back to go

Detail work experience for the last 5 years, unless relevant skills or industry experience is further back.

#3

Bullet points

List your duties, skills and responsibilities in a bullet point format.

#4

Dates

Present your most recent/current job role first and ensure gaps of employment are explained.

#5

The top third is critical

Your CV may only get a quick scan. Make sure your key skills are prominent and near the top. Highlight evidence that matches the job advert.

#6

Achievements

Describe your most proud achievements as well as awards, recognition and promotions.

#7

Savings

Give examples of where you have demonstrated cost saving activities including productivity and process improvements.

#8

Making a difference

Examples of suggesting or implementing new ideas to improve sales, operations or customer satisfaction within the business or your department.

#9

Stand out from the crowd

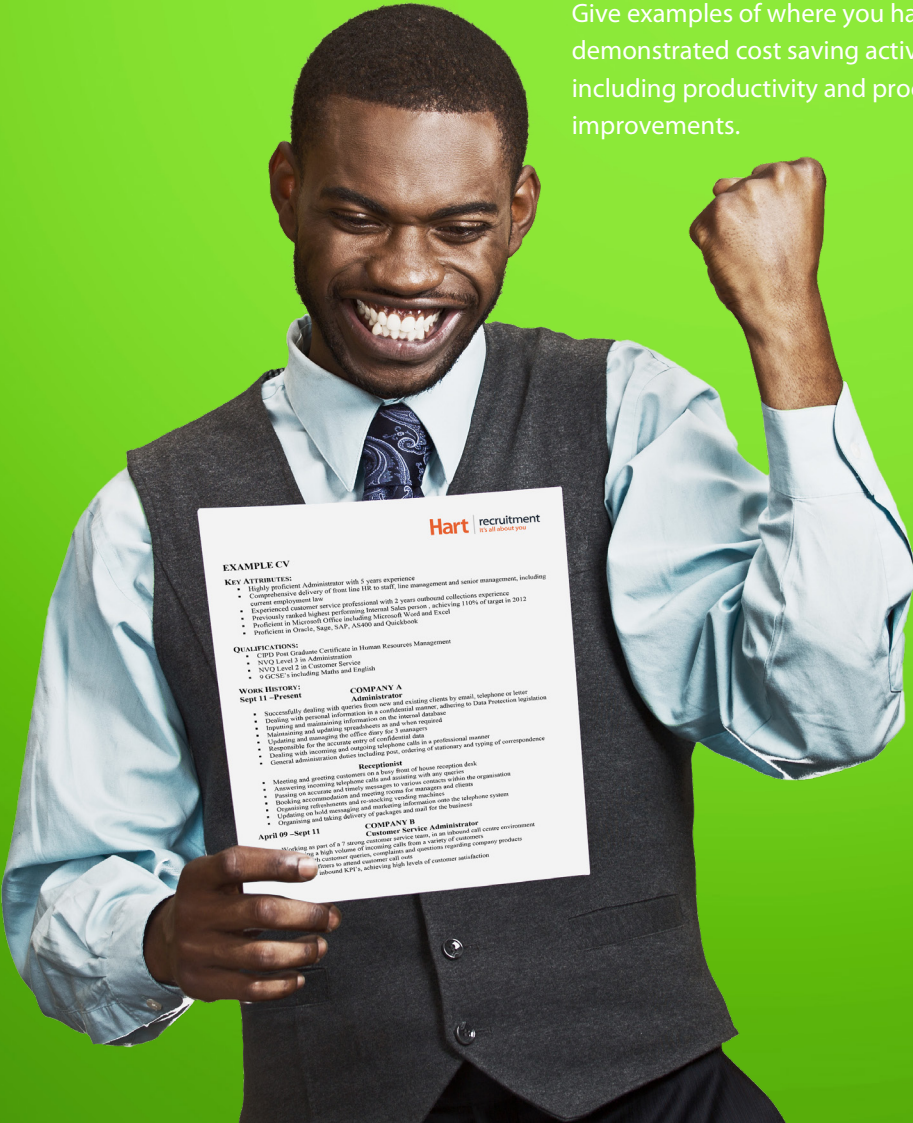
CV's are two dimensional, make yourself real and telephone the recruiter. Ensure they have received and read your CV – bring it to life.

#10

CV writer tool

For help putting together your CV see our interactive tool at:

hartrecruitment.co.uk/create-your-cv/





“ *Hart Recruitment is a fantastic recruitment agency! The staff really look after you and your best interests. The team are quick, efficient and really friendly. They take care of your career finding journey from start to finish. **By far the best recruitment agency I have ever worked with.*** ”

“ *Within a week Hart was calling me with potential jobs, and I am extremely pleased to say I have since confirmed one that suits all of my needs. **From start to finish this process has been pleasant, no complaints at all.*** ”



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