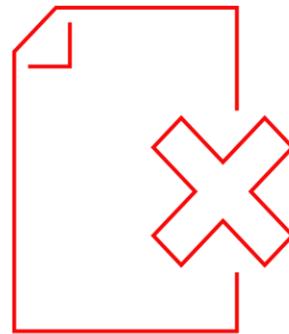# Unicorn
RECRUITMENT

CV Writing Guide

Putting the magic back into recruitment

Tips and tricks on writing a CV

Struggling to write a CV? Maybe you haven't written one before or have been out of the job-seeking game for a while. Whatever the case, you need an up-to-date CV. This guide will give you some helpful advice, although there is no 'one size fits all solution'.

The purpose of your CV is to get your achievements, passions, and work ethic across to the employer/ recruiter reading it. It should be clear and easy to read and tailored toward the industry you're looking to work with.

What should I put on my CV?

1.   Contact information and personal details

Start off by adding your Name, Contact information, e.g., Phone number and email address, and the area that you currently live. You don't need to put a specific address, but the start of your post code and town will help recruiters gauge how far your commute would be to work. With putting your phone number and email address on this section, you are giving the recruiter more than one way to contact you. To catch you by phone, or to email details about the job over to you. Without this information, there is no way for them to contact you, and you'd be surprised how often this is forgotten!

2.   Personal statement

This section will help you stand out from the crowd and show the employer what you're passionate about. Aim to add who you are, what you've done, and what you're looking for. Ensure this section is targeted at the industry/ position that you want. You may even need to tailor it for multiple different job roles that you are applying for that are relevant to your experience, or skills that could be transferrable into a different job.

3.   Work experience OR Qualifications

Depending on the role you're applying for and your experience, next you will want to add either your qualifications gained, or the previous roles that you have been in. For example, if you're a graduate with minimal experience in the industry, you may want to include your qualification first and foremost.

If you have a couple of years' experience in the industry already, you may want to add your work experiences first. List it in date order, with your most recent position first. Add: The name of the organisation, the job title, the time in post (including month and years for start and end date), write a short summary about the role, and bullet point your duties and responsibilities to make the CV easy to scan.

4.   Accomplishments

This next section gives you the chance to explain to the recruiters that your previous experience/ qualifications have helped you gained the skills that you have to be successful for the role they are advertising. List everything you have achieved in previous jobs and or at College/ University, and back them up with examples. Try to make it clear how this would be beneficial in the role you're applying for.

5. **Hobbies and Interests**

Although not mandatory to add, it can be useful to show your employers a bit of your personal interests and who you are as a person. They, like you will want to see if you're a good fit for the atmosphere and work-environment. Try not to add things like socialising as this will not stand out from the crowd. Whatever you put on your CV may even become an icebreaker or talking point when you get to interview stage.

Key Skills and words that you could add to your CV

Deciding on key words to add onto your CV can be helpful towards your application. You can try adding some of the following:

- Flexible
- Motivated
- Passionate
- Reliable
- Pro-active
- Punctual

Try including these words in your Personal Statement or Achievements section, it will make your CV stand out and give the employer more reason to contact you. Try to back up why you are these things with genuine examples from previous experiences.

Summary

Remember that no two jobs are the same, your CV should be considered as a work in progress and never finished. Tailor your CV for each job role and ensure you're matching the expectations of the role.

Good luck – The Unicorn Team