

## Creating a winning CV




When applying for jobs, often the only communication that happens at the start is that you send your CV to an important person at the potential new employer. Today, this will be via an email or an application form.

When they receive it and read it, this is all that they will know about you, they have no other reference points.



They will not know that you may have missed off some important things that you should have said, they may be confused about your terminology, they may misinterpret what you have said.

The CV is your advertisement. It must be clear, positive, catch the reader's interest and be an invitation to want to meet you. Not an easy thing to write when we rarely do it anyway. Getting experienced, friendly professional help is a good thing to do.

Here is some basic guidance that can help to create a winning CV.

	Steps for Success	What to do
1.	<b>Research and direction</b> 	What do I want to do and What do I offer? What does the market want? How can I bring this together?
2.	<b>What matters and.....</b> 	Your skills and personal attributes Successes and experiences Achievements where you have worked Achievements in other parts of your life How you have developed yourself over the past 5 years Your aspirations in next 5 years
3.	<b>What does not matter</b> 	Age, gender, if 30+ your schooling, family, social life Various short-term jobs, temporary and casual work. <b>Do not</b> describe lots about your last employer: <b>the CV is about YOU</b> <b>Do not</b> write out your old Job Description: It is not what you did: <b>it is how well you did it</b>
4.	<b>How to match the market needs:</b>	Check the detail in the Job being advertised What skills and experiences do they specify

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	<p><b>Alignment</b></p> 	<p>Do you believe that you can meet their needs Be clear as to how you do this:</p> <ul style="list-style-type: none"> <li>➤ Facts and evidence in achievements, positive phrases</li> <li>➤ Draw together their need to your evidence</li> </ul>
5.	<p><b>Build a positive CV</b></p> <p>What formats do I have</p> <p>Clear, concise easy to read: 30 second guideline</p>	<p>Chronological: time-based job after job, name and dates</p> <p>Functional: skill based with less emphasis on employers and time frames</p> <p>Combined: use both formats to highlight what you want to say</p> <ul style="list-style-type: none"> <li>➤ Use power words that underpin your offer</li> <li>➤ Use bullet points to emphasise your success</li> <li>➤ Select font, size, justification and spacing</li> </ul>
6.	<p><b>Write the CV Stage 1</b></p> <p>Check and check again</p> 	<p>Tests for match to the market:</p> <ul style="list-style-type: none"> <li>➤ Check a range of jobs on offer: mark for compliance</li> <li>➤ Factors where you may need more evidence</li> <li>➤ Factors where you may need to improve your skills</li> <li>➤ Construct a summary as to why you fit the market need</li> </ul> <p>Ready to apply for jobs now.....</p>
7.	<p><b>Review the CV Stage 2 and Interview with recruiter or employer</b></p>	<p>Apply for jobs:</p> <ul style="list-style-type: none"> <li>➤ Adjust your CV to keep alignment on application</li> <li>➤ Obtain feedback if not successful</li> <li>➤ Adapt your CV to improve the message</li> <li>➤ and be invited for interviews</li> </ul> <p>Now for Interview skills</p>

### Useful links

[How To Make a Comprehensive Resume \(With Examples\) | Indeed.com](#)  
[How to: Write a CV | reed.co.uk](#)

Please go to Wokingham Job Support Centre website for example cv's -  
[Wokingham Job Support Centre – WJSC \(wjscadvisors.org.uk\)](http://Wokingham Job Support Centre – WJSC (wjscadvisors.org.uk))