

Creating the 'perfect' CV

1 Less is more

Recruiters are frequently faced with mountains of CVs for each vacancy and consequently they do not have the time or energy to look through 15 pages of a CV. Your CV is essentially a way of getting a foot in the door – save the main detail for interview. Try to prioritise the key information and keep it punchy, concise and relevant – 2/3 sides of A4 should suffice

2 Tailor your CV for each job

Though time consuming, make sure you amend/adapt your CV to suit each position applied for. Look carefully at the job description and highlight the relevant skills on your CV relating to the requirements for the role. Try not to just 'rehash' an old CV and hope it is relevant

3 Fill in the gaps

CVs containing gaps or large periods of seemingly unexplainable absence from employment set alarm bells ringing amongst employers. Quash these doubts by filling in any gaps in your work history. Even during periods of unemployment there are opportunities to enhance your prospects through personal study, team activities, home projects etc. Update your CV regularly to ensure you are not constantly trying to recollect previous events

4 Structure it and keep it tidy

CVs should be easy on the eye. Employers don't want to have to hunt around for the key information. Try bullet pointing your key skills on the first page of your CV to bolster your chances. Ensure you select and use just one font throughout the CV and space out each section so they can be easily read.

5 Review and spell check

When an employer has several CVs to choose from, a sure fire way to ensure yours is not one of those selected, is to fill your CV with spelling mistakes and grammatical errors. You can safely assume competition for the majority of roles is going to be very high and therefore CV quality can make all the difference between a successful application and one that ends up in the wastepaper bin.

6 Truth fears no questions

Do not lie on your CV. Whilst it is fine to highlight your skills in line with each particular job specification, even the smallest fabrications have a tendency to come back to bite you. A good interviewer will cross reference and thoroughly check your background to ensure your work/education history adds up – therefore make sure it does.