

Comments & Guidance from a Talent Acquisition Expert

- Keep it short and punchy and no waffle.
- Have a master CV with a 'brain dump' and draw from this. Don't expect one size to fit all with your CV. Adapt it depending on the role you're going for.
- Try to mirror the Job Description/outline of the post and make as relevant as possible.
- Check, check and check again for grammar, dates, spelling – all are a bad sign
- Gaps in times – give a one liner to explain what you did or what happened ie Maternity Leave or Sabbatical, don't leave recruiter scratching their head
- Make sure your contact details are clear and professional email address is advisable
- Give your Linked In details if you have them and your profile is ready
- If you're not able to speak in the daytime, note this in your covering email or put (evenings only) by the side of your mobile number
- Back up your statements with examples
- Roles & Responsibilities: Ensure your key achievements have examples of what you added, saved, include £ or \$ references and % where applicable. They pop the eye.
- Personal – add something interesting, something of your personality. If you write 'Reading' be prepared to talk about books you've read, why they're interesting, how you'd sell the book to me. Be prepared to engage with stories about your personal interests. It's about you and that's where you'll have the edge sometimes.
- Short note or letter to attach it and be specific about the role you're applying for.
- Send CV across as a PDF so the formatting doesn't get skewed

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