

COVID-19 – CV Writing Top Tips

As the economic effects of COVID-19 are developing, more and more people are unfortunately being made redundant and thus looking for a new role. To help you in securing an interview, Care first has compiled FIVE handy tips for writing a great CV.

Previous Working Experience should focus on the last 5-10 years

Whilst it can be great to talk about all of the jobs you've ever held, employers are particularly interested in what you've been doing in recent times – the last 10 years typically – and therefore apportion more of your work history to this period of time.

Avoid writing in continuous prose

Employers and Recruiters often have many applications for a single role, and therefore will typically scan a CV quickly for relevant experience. If a CV is written in continuous passages of text, then important information may be missed by the person reviewing. It is often helpful to write in bullet-points to highlight the areas you wish to draw attention to.

Talk about YOUR achievements

Employers will want to know all about the impressive achievements of your recent working history. Try though, to ensure where possible that these are personal achievements, rather than company or team achievements.

Tailor your CV and cover letter

Be sure to tailor your CV and cover letter to the job specification of the role you're applying for. Generic CVs are easily identified by Recruiters/ Hiring Managers and will likely see your application not progress to interview stage.

Triple-check the formatting and spelling/ grammar

A basic point, but inconsistencies in font type and size suggest a lack of effort has gone into writing your CV, which can put Recruiters and Hiring Managers off of meeting you for interview. Spend time checking for spelling and grammar too. It can be helpful to ask a family member or friend to review your CV as we often read things as we intend them to read, rather than what has actually been written.

For additional information and advice, please join the Care first CV Writing Top Tips webinar on Tuesday 23 June at 1pm. Click the following link to register your attendance:

<https://attendee.gotowebinar.com/register/258740782435463438>

If you are unable to join the webinar live, a recording of the session can be accessed using the same link above after the webinar has taken place. If you wish to contact the Care first telephone counselling and information line then please don't hesitate to call the Freephone number provided by your organisation and you can speak to a professional in confidence.