

VOLT'S GUIDE TO CVs

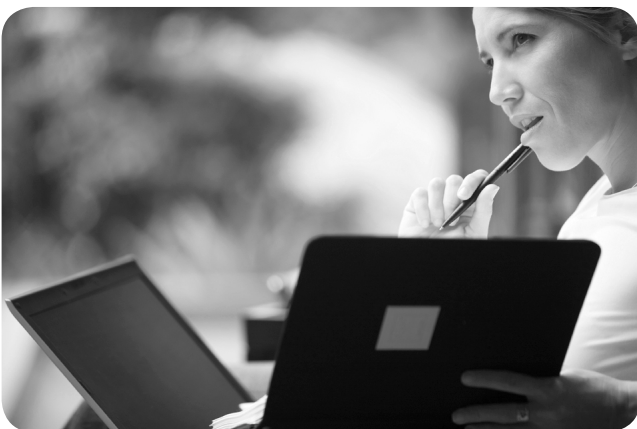
Any prospective employer receiving a well-written and presented CV will form a positive impression based on what they see. If they like what they read, you improve your chances that you will be selected for interview, and the opportunity to convince a potential employer you're the best person for the job.

So what can you do to give yourself the best chance of standing out from the crowd?

There is a lot of information available for anyone seeking advice on how to write a CV. Sometimes that advice can appear to be contradictory, highlighting that there is no single 'right' way when it comes to putting your CV together.

However, there are still commonly accepted principles that if observed, will get your CV noticed for the right reasons.

Volt has prepared the following guide to help you put together a professional CV.



Profile and Experience

- Start your CV with a one-paragraph profile summarising how your skills and attributes are suited to the job you are applying for. This should be flexible and tailored depending on each application.
- Then, in reverse chronological order, list your professional work experience starting with your most recent job first. Include job title/s, employment dates and key achievements.
- Use bullet points and short sentences when listing relevant major accomplishments at previous jobs.
- Quantify your achievements, including numerical evidence wherever accomplishments are measurable (e.g. saved XYZ company £/€2 million, mentored 20 employees, etc).
- Be prepared to discuss each project or achievement listed, and to explain any gaps in employment, if asked.
- Include the relevant keywords that employers and recruitment agencies look for related to the job description you are interested in. Industry terms, primary job duties and required skills are all important to fully describe your interests and talents.

Skills, Training and Education

- List job-specific software and/or technology you are proficient in that relates to the position, including your level of proficiency – e.g. basic, intermediate or advanced.
- Detail your educational background and any professional qualifications, training or relevant registrations you hold.

About You

- If you have room, including hobbies towards the end of your CV offers employers a useful insight into your personality. But keep this short.
- You can include details of your referees, or simply state "references are available upon request".
- Include a photo of yourself only if you feel it represents your professional character.
- English and EU legislation prevents employers from discriminating based upon a candidate's age or nationality. However, including your nationality on your CV is useful for a recruitment agency when determining your eligibility to work in a particular country.

Finally...

Check that your CV is free of spelling and grammatical errors. Get a second opinion as a fresh pair of eyes can often spot things you might miss.

Ensure full and current contact details are on your CV, such as first and last name,

address, email address and contact numbers. It sounds obvious, but it is amazing how many CVs are sent with incomplete or old contact details.

Recruitment agencies like Volt tend to prefer receiving CVs in Microsoft Word format, rather than Adobe PDF. The reason is when our consultants search our databases using keywords or phrases, the database cannot search an Adobe PDF document in the same way it can a Microsoft Word document. So you run the risk of not appearing in search results, even if you're perfect for the job.

And always include a cover letter with your CV, as this offers you the chance to highlight key achievements that are relevant to the job you are applying for. Try to match your CV to the job description, emphasising why you are the best person for the job.

Good luck!



About Volt

Founded in Europe in 1978, Volt provides award-winning contract and permanent recruitment services, and MSP and RPO programs. We have grown our services to provide innovative staffing solutions across a range of industries and skill areas, including Digital Entertainment, Engineering, Finance, IT & Telecoms and Life Sciences.

Our vision is simple: connecting talented people and respected companies across Europe.

Our consultants are always available for more information or help. You can reach us on:

+44 (0) 1737 774100

enquiries@volteurope.com

www.volteurope.com