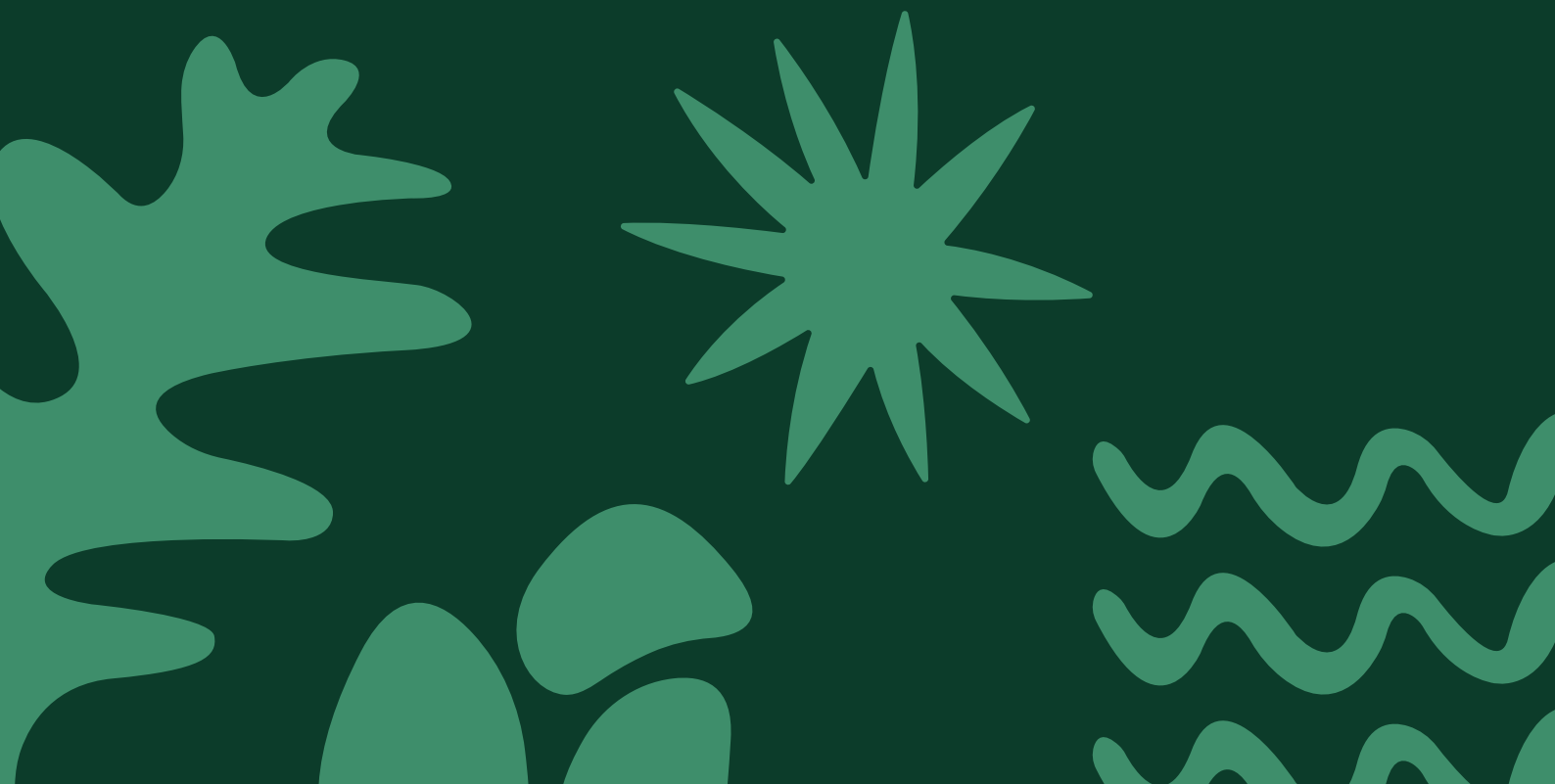


CV Writing *Tips*

The latest CV hints and tips from Peritus. Everything you need to know in 8 easy-to-read bullet points.



- ✿ If you are a recent Graduate or this is your first job, provide some brief details of any work experience you've had, but focus even more on course modules and dissertations that may be relevant to the position and the company you want to work with.
- ✿ List your most recent and highest level of education and any professional memberships. Listing all your qualifications is not essential as clients are often more interested in your industry experience, but you invested your time and yourself in doing them, so make sure you shout about it.
- ✿ Be positive – no one wants to read through a ton of bad experiences before they've even met you. Be honest and open but try and turn some of those challenges into positive learning experiences, showing your potential new boss that you've got the right mix of resilience, positivity and growth mindset for whatever opportunity comes next.
- ✿ Don't do too much too soon. Keep your headline short and punchy so hiring managers easily get a feel of what you're about or what you're looking for. For example, you might have one that reads "I'm eager to find a challenging, diverse opportunity where I can use my excellent technical and project management skills to help businesses thrive."
- ✿ Mind the gap! Make sure that your past work history is accounted for, even if there have been periods of travel, studying new skills, or even unemployment. Being out of work and actively looking for the right job not just any job, is a positive thing.

- 🍀 Do you speak any other languages, have First Aid Training, or a driving license for more than just your car? Make sure you get those all in. We work in a connected global workspace now, so you never know which of your hidden talents might be the one that makes all the difference.
- 🍀 Make sure your phone number, email address or any other contact details are up to date! There's nothing worse than applying for your dream role and then missing out because they couldn't reach you!
- 🍀 It's a myth that a CV should be kept to a maximum of two pages. Your CV is your first chance to sell yourself, so make sure you include all your most extensive experience and the major projects you have worked. It needs to be accurate, detailed and succinct, but not missing because it leaks onto a third page!