

CVS OR RESUMES THAT RESULT IN INTERVIEWS

WHY IS YOUR CV OR RESUME SO IMPORTANT?

Your CV or Resume represents who you are as a professional. As such, it is the first impression that potential employers have of your experience, personality, and capabilities.

- A great CV or Resume is your ticket to an interview.
- Targeted CV or Resumes allow hiring managers and recruiters to focus on the candidates that best meet company needs.
- Hiring managers and recruiters often have to fill specific job openings, which require precise capabilities. Through a well-crafted CV or Resume, you can illustrate your qualifications and quickly showcase the skills that make you the perfect candidate for the job you are looking for.

WHAT ARE RECRUITERS AND HIRING MANAGERS LOOKING FOR?

- Each job comes with its own list of expectations; however, all recruiters and hiring managers are looking for polished, professional CV or Resumes that showcase the expertise of candidates.
- Every CV or Resume, no matter what the industry, should be formatted in a style that is streamlined and clean, rather than one that is cluttered or difficult to read. Readability is key as hiring managers will not waste time trying to discern your message.
- A strong marketing message will quickly tell recruiters about your most valuable skills. Presenting this message up front is crucial, as they will spend merely seconds looking at the document before deciding whether or not you might be the right fit for the job.
- Sufficient details pertaining to both your daily professional activities and most importantly your accomplishments and the impact on past employers.
- Hiring professionals need to know what you have done and that you have done it well.

RECENT CHANGES TO CVS OR RESUMES

- The style and content expected on a CV or Resume are, quite frankly, constantly changing. For this reason, staying up-to-date with the expectations that recruiters and hiring managers have can prove difficult for the average job seeker.
- Objectives and other such components are outdated. In creating a current document, CV or Resume writers turn to more recently-developed sections, including Career Summary and lists of Core Competencies, to introduce the skills of candidates.

- Recruiters and hiring managers are increasingly incorporating technology into the hiring process. Many Applicant Tracking Systems scan your CV or Resume for specific keywords that reflect the expectations associated with particular job openings. Often these automated systems scan the top third of the first page of your CV or Resume. These keywords change depending on the job or industry that you are targeting.
- Your CV or Resume should highlight your last ten years of experience.
- The content of your CV or Resume should never be written in the first person.
- References should not be listed at the end of your CV or Resume.
- Cover letters should enhance the content of your resume.

BENEFITS OF HAVING A PROFESSIONALLY WRITTEN CV OR RESUME

- Your CV or Resume will be tailored to the job you have targeted. Through details collected during a one-on-one call with a professional CV or Resume writer (included in our rewrite services), information about your personal working style, your most valuable skills, and the most important achievements of your career will be presented in a way that highlights the skills most desirable to a potential employer.
- CV or Resume standards change quickly, but professional CV or Resume writers are able to keep your document in line with the latest expectations of recruiters and hiring managers.
- Talking about your own experience can be difficult, as much of the important work you do is probably second nature. Professional CV or Resume writers know what details to showcase and which ones will not enhance the marketing message of the document. As a result, your professionally written CV or Resume is as effective as possible.
- Grammatical errors and poor formatting are two things that can keep your CV or Resume from getting the attention it deserves. A professional CV or Resume writer will create a document that is polished and grammatically correct, allowing hiring professionals to focus on your valuable skills rather than distracting typos and errors.

WHAT SHOULD BE INCLUDED ON YOUR CV OR RESUME?

- A strong marketing message is a must, as it immediately introduces who you are as a professional while creating a positive first impression.
- Details about your work experience are important. When tailored to the job for which you are applying, they show hiring managers and recruiters that you are qualified for the open position.

- Measurable proof of deliverables is a must in many industries. Simply stating that you succeeded in your last position is not enough in today's competitive job market. For example, stating that you exceeded your sales goal by 150 percent is much more effective than noting that you consistently met your sales objectives.

WHAT YOUR CV OR RESUME SHOULD NOT INCLUDE

- Objectives are the quickest way to signify that your CV or Resume is out-of-date.
- Pictures, graphics, logos, and other distracting images only detract from your experience. They are also considered highly unprofessional unless you are in a creative field or these types of images were requested.
- Repetitive verbiage does not provide the impact that your CV or Resume needs to differentiate you from your competition.
- Overused words should be avoided in an effort to stand out from other CV or Resumes and show, not tell, why you are the best candidate. For example, describe how you communicated with your team instead of simply stating that you possess clear communication skills.
- The acceptable length of your CV or Resume depends upon your professional experience. Most resumes should be limited to two pages. A CV or Resume targeting specific professions (example: Academia) are often longer.
- Grammatical errors, typos, and format inconsistencies detract from your content and the level of professionalism that your CV or Resume conveys.

Follow this advice and your CV or Resume will enhance your ability to schedule more job interviews.