CV Writing & LinkedIn Profile

People Team

Recruitment Process

Recruiter-Lead

Sourcer-Lead

CV writing

People Team e

Quick CV Q&A

What does CV stand for and what does it mean?
Curriculum Vitae – from Latin- means 'the course of life'

How long does a recruiter spend on reviewing a CV?
7.4 seconds

When was the first CV created?
1482 written by Leonardo Da Vinci!

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How can you make your entire course of life stand out in the eye of a recruiter in 7.4 seconds?

4 key things to keep in mind:

- Clear Format

- Keywords

- Keep it Short and Sweet

- Relevant to the local market

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Clear Format

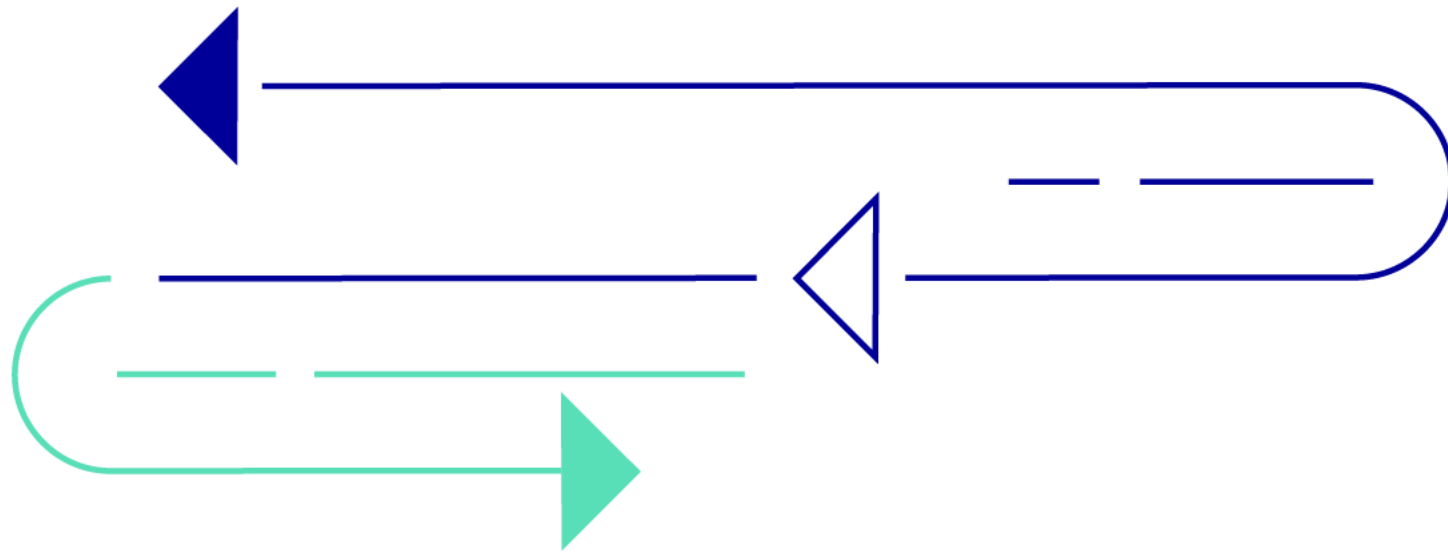| Your Name |
|---|
| **Personal details**
• Make sure email and telephone number are correct
• You can include links to your LinkedIn, Github or any other social media you want to use as part of your application. |
| **Personal Statement**
Quick snapshot of who you are professionally & what you're looking for. Customisable depending on the job you're applying to. |
| **Work Experience**
• Display here your most relevant work experience – making sure you list them from the most recent to least recent
• Include Job Title – Company – Location - Dates
• List your responsibilities & key projects, not so much your achievements |
| **Education**
• Display here your most recent education title attained with your grades included.
• Once you get a degree or an apprenticeship certificate, there is no need to refer back to your GSCEs.
• The "Education" section can be moved after work experience once you are a more experienced professional (as grades) |
| **Skills**
• List your tech skills and level of proficiency
• You can also list your languages
• Don't include skills such as problem solving, teamwork, multitasking as those are usually vetted in interview |
| **Interests**
• Anything not strictly related to the job itself but distinguishing you
as an individual |

A CV is aimed at getting you through the recruiter review!

We suggest a readable font, size 11-12.

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Short and Sweet

Important keywords:
- Industry specific skills
- Tech used for jobs
- Education
- Training
- Industry Jargon (A/B testing)
- Company names

Where to insert them?
- Personal Statement
- Work History
- Skill Section

CV is just one step!

Don't feel you need to tell the story of your entire life in a job application! Remember, however, to make sure that you're highlighting things that will make you stand out quickly in the eyes of the recruiter & hiring manager!

91% of recruiters suggest 2 pages max

- Don't feel you need to fill pages – waffling is never highly regarded!

- Use bullet points to make sure the blank space makes your key points stand out!

## CV doesn't need to include everything you've ever done!

- Some jobs you might have done in the past (retail, hospitality, babysitting) can be skipped

- In the 'interests' bit, don't feel you have to include anything!

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Relevant to the local market

Question	Answer	Where?
What do I call it?	CV (Curriculum Vitae)	UK & EU countries
	Resume	US, Australia, Germany & Asian countries
Page length	2 pages for most professionals	Most countries, including EU countries & UK
	2 pages for most professionals	US, Canada
Personal information	General location, mobile number, email address, LinkedIn profile	UK, US, Australia
	Nationality, civil status, birthdate, gender, maiden name, marital status	EU countries
Photo?	No	UK, US, Africa, Australia, Canada, Mexico
	Yes	EU countries, Asian acountries
Personal statement?	Yes	Everywhere
Language skills?	Yes	Everywhere
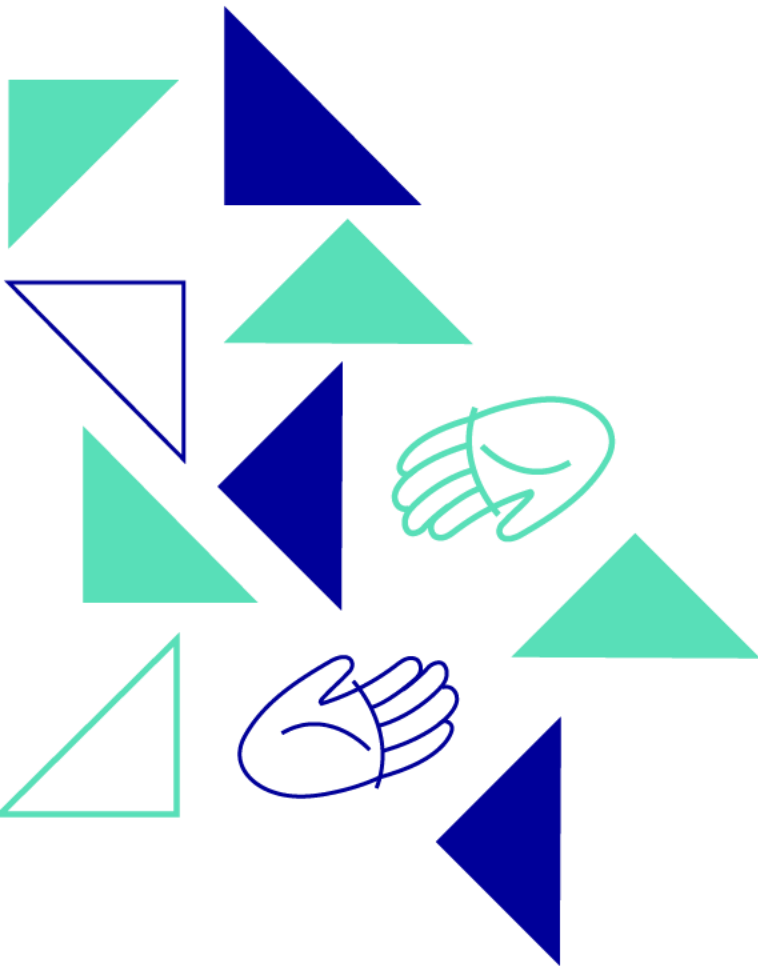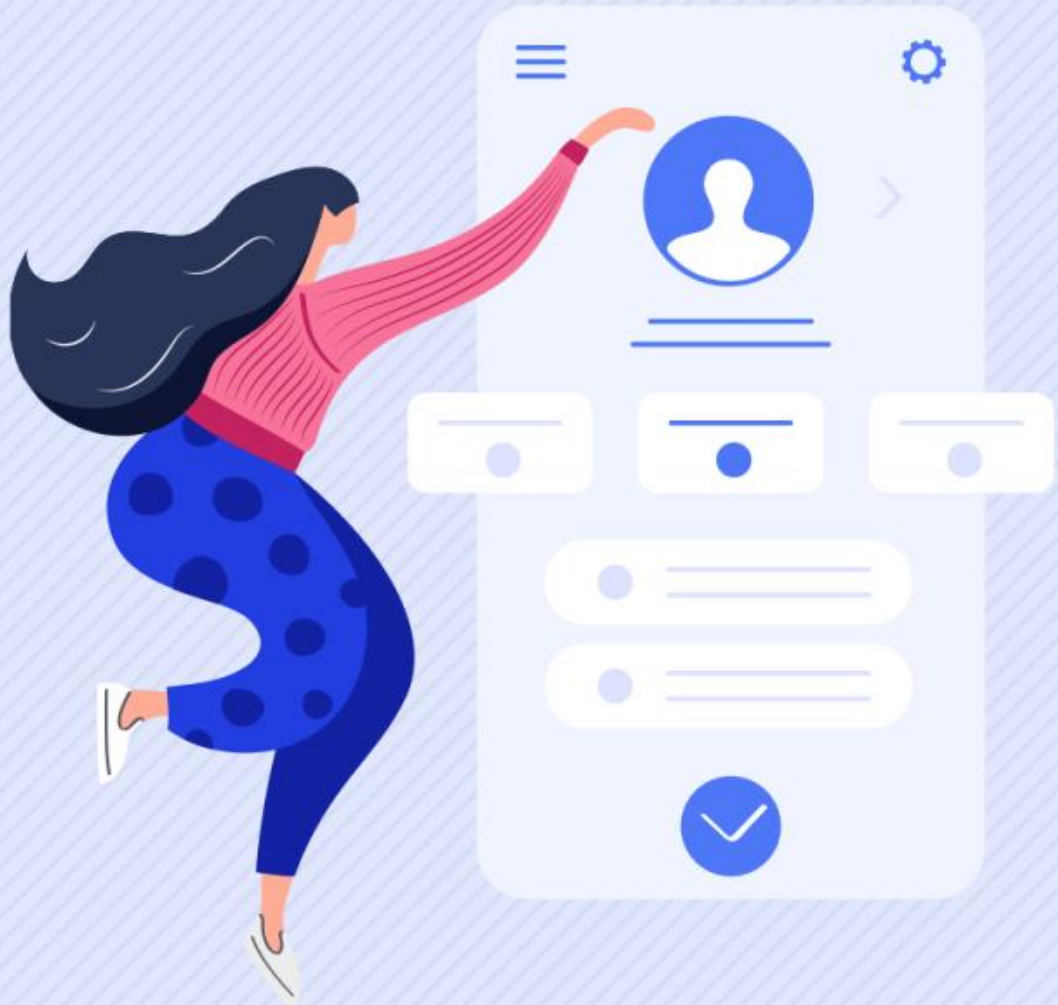
Ace Your
LinkedIn Profile

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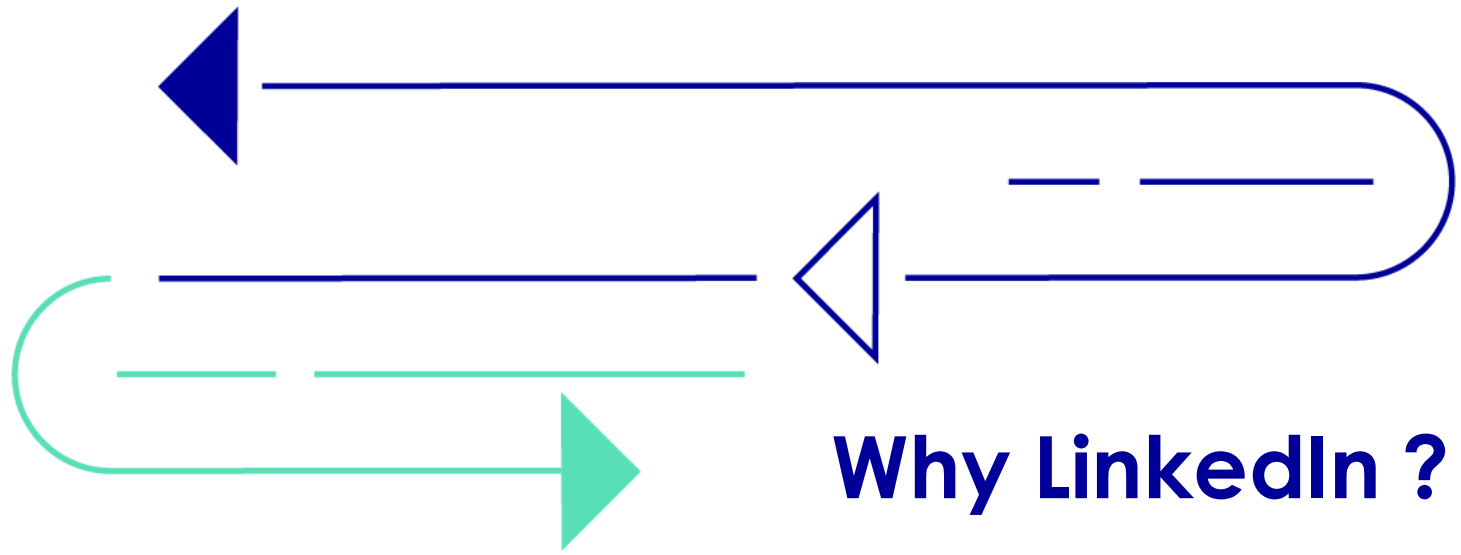
Why LinkedIn ?

**Building Your
Personal Brand**

Job Hunt

Networking

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LinkedIn Profile - The Important Bits

- **Profile and background photos:** make a good first impression

- **A headline that rocks:** sell yourself in a line

- **About:** getting to know you

- **Experience:** showcasing your skills and achievements

- **Education:** your academic background

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Thank You

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