

With the latest round of exams now over, many PQ readers will be enjoying a well-earned break from study and thinking about what the future holds.

For those of you considering your next career move, now is the perfect time to update your CV. We've prepared the following top tips to help you grab potential employers' attention.

Make an impact

In order to make an immediate impact, your CV will need to communicate the following information clearly and succinctly:

Employment history: Tailor your CV to the particular job that you apply for by matching the precise wording in the job specification as closely as possible. Remember to clarify your achievements; it's important that your CV offers more than just a list of your responsibilities.

Experience: Ensure your experience, whether six months in one role or four years in another, comes across as consistent and relevant to the job you're applying for. Be clear where you added value, and your exact contribution to any high-profile project.

Skills: Include all relevant skills gained and required of you in previous roles. Your skills will complement your experience and should illustrate your suitability for the job on offer.

Results: Hiring managers love to see results, so if you achieved above your target for collections as a credit manager, for example, make sure you state your targets as amounts or percentages, and demonstrate how you've overachieved.

Education: Highlight relevant educational

Polish your CV



What do employers and recruiters look for in a CV? Our experts from Page Personnel reveal all

certificates, and professional exams you have taken. It's worth highlighting any first time passes as employers love to see them.

Once you've got the details right, your CV will need to look good and read well to get you noticed. Always allow yourself enough time to format your CV and make sure you pay attention to the following details:

Layout: Be clear and consistent. Only use one font type (bold can be used to highlight) and use

bullet points to outline skills, achievements, responsibilities, etc.

Consistency: Ensure your CV runs in clear, reverse chronological order and that there are no unexplained time lapses or inconsistencies regarding responsibilities you held or achievements you've included.

Relevant language: Ensure you include instantly recognisable keywords. Avoid excessive jargon and be mindful that the person reading it may not be a technical or industry expert.

Format and label: Ensure your CV is formatted in such a way that the recipient will be able to open it easily. No hiring manager wants to download software to view a CV. Also, make sure that when you save your CV you include your name, i.e. Smith,John-CV in the title of the document. **Pe**

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