

# Writing A CV Or Resume That Gets Read

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Recruiters spend most of their working lives struggling through CVs that are badly written, badly presented and not right for the work for which they have been submitted. Worse than that, most CVs end up in the shredder, never having been read, because the recruiter can not spend a lot of time working out the value. A badly written CV gives a poor first impression and a jaundiced view of what that person may be able to achieve as his or her career develops.

With a little work it is possible to re-write your CV so that it shows your profile, strengths and experience in a way that is immediately seen by the recruiter. With a well-crafted CV you are much more likely to be called to interview.

So let's take a look at the vital parts of a CV.

## **1. Name & Contact Details**

These are essential so that the reader can immediately see who you are and how to get in touch with you. You may include address, telephone(landline & mobile), email.

## **2. Profile**

This is best written as 200 words to give an overview which may include:

Say what you do in a few words, for example a project manager, C&I engineer, security officer

Are you a graduate, time served, experienced – how many years?

What projects have you been involved in that demonstrate your strengths?

When writing your profile, do not bore the reader with lots of adjectives, like hard worker, great team player, conscientious individual. These are qualities that can only be reliably said about you by others.

## **3. Key Achievements & Skills**

A bulleted list of positions you have held and projects that have shown you at your best. Include 5-10 lines

## **4. Experience**

A short form table of dates, employer, position, location to summarise the main work you have done. If you are just starting out, list any vacation jobs you have done.

With a bit of skill and editing you should be able to fit these 4 sections on the first page.

## **5. Experience Detail**

Use the rest of your CV to detail the work summarised in section 4.

Your complete CV should not extend beyond 3 pages, but if it does, make sure that all the information is relevant and useful to a recruiter.

Using this template your CV will allow the recruiter to scan the first page and learn what he or she needs to know about you. It is possible to fine-tune your CV for a particular job or role, when you can include and emphasise those parts of your career to date that make you the best choice for the work.

Good luck in finding your next job.