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At Cherry Professional we understand that writing a great CV can feel like a challenging task. We wanted to offer some advice and support to help you create the perfect CV.

What is the purpose of a CV?
Think of your CV as a document which sells you to a recruiter. A recruiter is interested in knowing all the ways in which you would be an advantage to their vacancy. Prospective employers are likely to be very busy and have several CVs to read quickly.

So, make sure your CV is concise so they are sure to take away the key details which are or interest to them and make them want to contact you. By clearly demonstrating your key skills and experience which will be particularly desirable to.

Layout:
• Your CV needs to be neat, clearly laid out, easy to read, the use of bullet points is really useful with this.
• Ideally you CV should be 2 pages long, only consider using more pages if the information is relevant. A CV any longer than 3 pages risks losing impact as well as your reader's attention.
• Write your CV in the third person, for example 'responsible for…' as opposed to 'I was responsible for…'
• List the dates in your employment history by month and year rather than just the year. Try not to leave any gaps in your employment history, if you do, state what the break was for.
• Be sure that all details such as dates are accurate and that spelling, and grammar are correct. Errors such as this could be the reason why you do not get shortlisted for the interview, particularly if your role requires an attention to detail!
• At Cherry, we don't advise using a 'personal characteristics' section, this is because the readers will establish this for themselves during the interview process.

Content:
• When writing the content for your CV stay focused and ensure every bullet point adds value to your CV, if it doesn't then leave it out.
• You might also want to split your experience between responsibilities and achievements.
• Responsibilities are what the reader would expect you to do at your level, achievements are more unusual and set you apart from the competition. For example if you have saved the company time, money or implemented new processes/systems.
• Try not to repeat your experience, in each new job be sure to highlight the additional skills you have gained, provide more information on recent roles and less on those you have had in the past (unless your most recent role is for only a short period of time).

The 5 things people look for on a CV:
• Administration skills
• Communication skills
• IT skills
• Systems – specific packages ie. Medway, Winscribe
• Staff management

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