



Customising your CV

Customising your CV will enable you to make your unique story really stand out.

You can create headings and sections to suit your individual needs – here we'll show you some of the most effective.

Every job has different requirements so you should tailor your CV for every job you apply for.

Try to mirror the language an employer uses.

Every organisation has its own values. This is expressed in the words and language used to describe itself and the people who work there.

Read the job description. Read the employer website. Pick out words that stand out and weave these into your CV to show empathy with their culture.

An achievements section can help give compelling reasons to invite you to interview.

This should go immediately after the professional profile – and before the career history.

The achievements must be specific examples of relevant accomplishments – and supported with facts and figures.

Choose 4 or 5 that are most the most compelling.

Remember, this is before the career history, so you MUST tell the reader WHEN and WHERE each achievement was made.

Another advantage to an achievements section is that you can draw on accomplishments from earlier back in your career and highlight them at the beginning of the CV

An alternative customisation is to create a key skills or competencies section.

This can be particularly useful to demonstrate the right qualities for a job even if you don't have direct experience.



It's therefore particularly good for students and graduates or people looking to change career.

You should choose skills closely aligned to the type of job you're applying for.

Give specific examples of how and where you have displayed these competencies.

The advantage to a key skills section is that you can choose examples from anywhere in your life – from work, university, voluntary work - even your private life.

Again though try to use specific examples of where you have used these skills as this will be more compelling.

Good language skills are sought after by many organisations. It is important to state the proficiency with which you speak each language.

Voluntary work is favourably looked on by many employers – especially if you are looking to get into the not-for-profit sector.

If voluntary work is an important part of your application you can format it in a similar way to your career history.

An interests section should go at the back of the CV.

An interests section can tell the reader more about your personality. How active you are OUTSIDE of work will indicate to the employer how active you are likely to be IN work.

So firstly, here's what you shouldn't write

Most people enjoy 'socialising, cooking and walking'. These add very little to the CV.

However.

With a bit of description you can really bring your interests to life.

Interests will never be the most important section in a CV, but if you're going to include this section then be descriptive and make your interests interesting!