

CV WRITING GUIDE

LEVITATE RECRUITMENT: CONSULTING ACCOUNTANTS AND INSOLVENCY PROFESSIONALS IN ACHIEVING THEIR CAREER ASPIRATIONS.

Your CV is the first insight that a prospective employer has of you and can ultimately determine whether they invite you for an interview or not. It is important that you take your time and plan what you intend to include in your CV so that it portrays your experience in the best light.

Not all employers will read a CV word for word as some will just briefly scan a CV and make quick judgement on your suitability; so, it is vital that the CV has the right content that can be easily found.

Levitate Recruitment works closely with their candidates to ensure that their CV best represents them and gives them the best possible chance of securing an interview with the leading companies.

Please see below for a short guide to assist you in the first instance.

HOW MANY PAGES SHOULD MY CV BE?

- Many recruiters and HR professionals will advise that a CV should be kept to 2 pages; however, do not worry if it is more, as long as the information is concise with enough detail to demonstrate all your skills and experience.

FACTUAL INFORMATION

- It is important that your CV mirrors your experience and that you do not provide false information as this is the easiest way to come undone in an interview. You may find that the role is based around the work you have previously done and once you start it could become clear that you have been offered the role under false pretences leading to dismissal.

LAYOUT & FONT

- Potential employers have many CVs to consider when recruiting for new staff so it is important that your CV is produced in an attractive professional layout to ensure ease of reading and clarity and that no relevant information can be missed.
- Ensure one font is used throughout, with headings, suitable spacing, underlining and text formatting to ensure consistency throughout the document. Sufficient spacing using bullet points is also essential as it prevents a document that is full of cramped text.
- Avoid using a page border as this takes up space on the page and adds little value.

PERSONAL INFORMATION

- Future employers will require personal information so it is important that you provide your name, contact details and the locations where you are interested in considering new opportunities as they may have multiple offices with different opportunities.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- Education and qualifications are very important factors within the accountancy and insolvency sectors so it is important that they are outlined under your personal details. Include both academic and professional qualifications, the dates they were obtained, the institutions where you studied, and any awards or prizes. If there is anything outstanding to add, i.e. first time passes, top x%, then make sure it is included.

PERSONAL SUMMARY

- A short, introductory paragraph highlighting your qualities and career objectives can help the reader to quickly identify the value you can add to a business. The personal profile should be no longer than a couple of paragraphs, written in the third person and adapted to demonstrate specific skills and experience that are relevant for each position you apply for.



TRAINING & DEVELOPMENT

- List any training or personal development courses you have undertaken, especially if they demonstrate increased suitability for the positions you are looking for. Many firms will use specific IT packages so please ensure your IT experience is listed.

CAREER HISTORY

- Your most recent and relevant experience is more important to potential employers so make sure this is outlined as soon as possible in your CV.
- Provide a job title, start and finish dates and the name of the company. Keep everything under your most recent title but provide a bullet point to confirm any promotions.
- When listing your career history, it is important that you outline your responsibilities, tasks and achievements and it is best to include them under the relevant company and the position in which they took place. Avoid writing long sentences or paragraphs, use bullets and sub-bullets so that they stand out.
- Try not to refer to yourself in the first person and use active verbs, such as; achieved, set up, managed, attained, responsible for, led etc., as they have more impact. Use the past tense to describe your career 'Led a team of' but the present tense for your transferable skills and competencies "offers experience in"
- If you have worked across different departments then it is advised that you provide a sub-heading for each role and bulleted information that includes your responsibilities and achievements.
- If you were involved in a specific project or took on a responsibility, then it is important that this information is included with detail. Rather than listing every task try to include some further information about the experience such as: "Responsible for managing 3 teams across multiple sites for a large manufacturing PLC"
- Dependant on the role you are applying for it can be good to focus on your achievements and successes. Try to support each statement with numerical evidence, such as: "Delivered the project to 90% of target cost" or "generated over £100k in new client fees"
- It is also good to try and mirror the role specification as much as possible making use of the same language they have used and Highlighting where your skills match their needs. By doing this you are strongly pointing out that values they are looking for you to bring to the organisation.
- Some employers will also want to understand what experience you have with specific industry sectors or reporting standards so it is vital that this experience is clearly demonstrated.
- It is also vital that you list any other information that can differentiate your application and make you stand out from the crowd; If you have taken on extra responsibilities, trained staff or attracted business to the firm, make sure it is highlighted!!!

PROOF READING

- Always check your CV once you have completed it as bad spelling or grammar is never the most attractive. If you are not working direct with a Levitate consultant, then it is advisable that you ask a friend to proof read the document and provide reasonable critique.

FUTURE PROOFING

- Produce multiple copies of your CV on separate hard drives, media pens and cloud services to avoid losing the document and the investment in time you have endured in producing the final version.
- It is advisable to update your CV regularly even if you are not searching for a role as this ensures you can react quickly to future roles you wish to apply for and it will prevent you from forgetting important dates, details, projects or successes that you wish to add.

Once your CV is updated then please forward a copy to Levitate Recruitment and we can arrange a suitable time to discuss your CV, the relevant experience you have and how we can assist you to apply your capabilities to the most suitable career, to achieve your aspirations in your next career move.

