



SPHERE
RECRUITMENT SPECIALISTS

Top Tips for Creating a Standout CV

Keep It Clear and Concise

Your CV shouldn't be too long, but don't get too hung up on the "two pages" rule. If the information is relevant, keep it in... even if it means running over onto another page. Use bullet points and clean formatting to ensure it's easy to read quickly.

Tailor It to the Job

Highlight the skills and experience most relevant to the role you're applying for. Generic CVs rarely stand out—show employers why you're a perfect fit.

Start with a Strong Personal Statement

"You had me at Hello!" - A short summary at the top of your CV should outline who you are, your key strengths, and what you're looking for in your next role. This should align with the role you are applying for and specify why you are a great fit for the vacancy.

Focus on Achievements

Rather than just listing responsibilities, showcase your accomplishments. Use stats and measurable outcomes where possible (e.g., "Increased team efficiency by 20% through streamlined processes such as XXXXXX").

Include the Essentials

Sounds simple but focus on the basics - Ensure your contact details, dates for relevant work experience, education, and any key skills or qualifications are all accurate. Poor attention to detail does not go down well. Also, avoid any unnecessary personal information, like your photos, age, relationship status etc.

Check for Errors

Spelling mistakes and typos can ruin a great CV. Proofread carefully and, if possible, have someone else review it for you.

Avoid Common Pitfalls

Don't include outdated or irrelevant experience, avoid just building on top of old jobs. There's nothing wrong with having the part time role whilst at University included but it doesn't need to have the same amount of detail as the current, more relevant role.

Avoid overused buzzwords like "hard-working" or "team player" without examples to back them up.

Skip references at this stage—"References available on request" is enough.

Keep It Updated

Regularly update your CV to reflect your most recent experience, even if you're not actively job hunting.

We're here to help:

Need help crafting a CV that gets noticed? Sphere Recruitment is here to guide you. Contact us today for expert advice on standing out in a competitive market!