

Top tips for perfecting your CV

Before you begin your job hunt either in AIB or in the jobs market, one of the most important steps is to create a great CV. There are many great websites and articles that offer advice on creating different types of CV's and you can find yourself getting lost or stressed with this conflicting advice. Here in AIB, we want to keep it simple for you so we've listed our top 5 tips below for writing the perfect CV:

Spelling, formatting and font are so important

No matter what layout or CV design you choose, one of the most important things you must ensure is that your spelling is perfect. It won't be your perfect spelling that will get you shortlisted for interview, however poor spelling may increase your chances of being eliminated from the recruitment process the minute these are spotted! The same goes for formatting and font. Make sure the font and format you use is consistent throughout your CV. One way to check this is to send your CV to a few friends to make sure that it is formatted correctly when they open it.

Tailor your CV to suit your audience

This may seem like a time-consuming task, especially if you are thinking of applying for a few different types of roles. Tailoring your CV to meet the requirements of each type of role you are applying for is very important. Many recruiters initially spend 20-30 seconds scanning your CV for key words relevant to the job so tailoring your CV can increase your chances of being shortlisted for interview.

Keep it concise

You may have held down 10 great jobs over the last ten years however giving these jobs a half page each on your CV is not recommended. This can be one of the most time consuming aspects of writing your CV – keeping it concise!

Talk numbers

Depending on the roles that you've worked in, some of your achievements in these roles may be better explained using numbers. For example, if you're explaining that you improved a process to increase productivity, say you improved a process which increased productivity by 20%, saving your company €20,000 per year. This is a simple and effective way of making your achievements stand out.

Sell yourself

Your CV is your initial way to sell yourself to the company so make sure to include your achievements, skills and unique selling points (USP's) in a concise and effective way - remember that your CV should be about 2 pages long. What is the reason that this employer should hire you above other candidates with similar experience? What can you bring that is unique or will bring added value to the company? It is also important to be truthful here and to not over do it with things that you think you can do, but haven't achieved in the past.